



WATERFORD UTILITY COMMISSION

DATE: August 12, 2025

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

MEMBERS PRESENT: Ryan Boyle, Jerry Porter, Tom Dembek, and Ray Valentini

ALSO PRESENT: J. Robert Tuneski, Board of Finance Liaison
Attorney Nicholas Kepple, Town Counsel

Staff: Jill Stevens, Director of Utilities
Shawn Matthews, Assistant Director of Utilities
Amy Windle, Office Coordinator/Recording Secretary

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 July 8, 2025, Mr. Boyle seconded.

VOTE The motion passed unanimously.

BILLING ADJUSTMENTS

The Commission reviewed the July adjustments. There was discussion on how the Commission would like the adjustments to be presented in future meetings. A summary report will be given with more details on the usage adjustments. The adjustment report will be kept in the office for review.

EXPENDITURES

MOTION Made by Mr. Valentini to approve the July 2025 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 currently funded. A copy of the Director's Report will be attached to the minutes when posted.

Mr. Matthews reviewed the Asset Management report.

- Collection's Report

Attorney Kepple asked the Commission to act on deciding on a dollar amount for Foreclosure process to start when in Collection.

MOTION made by Mr. Dembek to set the value of past due balance triggering foreclosure action to \$3,000, in lieu of judgements seconded by Mr. Boyle.

VOTE The motion passed unanimously.

- Financial Report

The financials for June were reviewed. Ms. Stevens explained some of the challenges faced in FY25 that made the Department go over on the budget. She recommended to the Commission that a Rate Study be considered in the near future for the Wastewater Enterprise fund.

NEW BUSINESS

On-Call Engineering firms recommendation

Ms. Stevens reported that we received 7 proposals from the RFP that was put out. She explained the need for more than one On-Call Engineer Firm to be available for various water and wastewater projects. Staff recommended four firms to be awarded the contract.

MOTION made by Mr. Valentini to recommend Wright-Pierce, Arcadis, SLR International Corp., and Haley Ward, Inc. to be awarded the contract for Planning, Design, and Construction On-Call Engineering Services for Various Water and Wastewater Improvement Projects for the Utility Commission, seconded by Mr. Dembek.

VOTE The motion passed unanimously.

WATER

City of New London/Veolia Report.

The Commission reviewed the report.

Water Agreement Working Group Update

Attorney Kepple reported that Ms. Stevens' request to re-designate existing appropriated funds within L.I. # 20531-57816, Old Norwich Road Pump Station, into a new capital account in the amount of \$125,000 for engineering services related to the capital requirements surrounding the potential renewal of the Waterford/New London Interlocal Water Agreement was successful. The Working Water group is now able to finalize the scope for this study and start the bidding process with the purchasing agent.

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CORRESPONDENCE

Wright Pierce reports for the Wiemes CT and Marilyn Road Pump Stations
Wright Pierce report for the Richard Grove's Basin for inflow and infiltration study.

PLANS REVIEW –

No plans

PERSONNEL

Sewer Tech I position is still open and posted to the public.

OTHER

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:22 p.m.

MOTION Made by Mr. Boyle to adjourn, Mr. Porter seconded.

VOTE The motion passed unanimously.

Respectfully submitted,

Amy Windle
Recording Secretary



WATERFORD UTILITY COMMISSION

Director's Report

August 12, 2025

This report summarizes the Commission's ongoing projects and operational activities as of 8/7/25

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: \$232,645.73

This is an ongoing project to identify sources of Inflow and Infiltration within the Richards Grove Sewer Basin.

Current Project Status: As of 8/7/2025, Richards Grove SSES – an updated memo was submitted including additional CCTV footage review (2025 CCTV video) and further analysis with the recent flow metering data and water usage data and is included in your packets.

Waterford crew continues to install manhole dishes within the wastewater basin as time permits.

Project History:

As of 6/4/2025, Waterford and Wright-Pierce have been working together to assimilate recent CCTV footage from 2025 plus flow meter and water use data to update the draft report from October 2024. Wright-Pierce and Waterford staff also performed a walk -down of the collection system on May 22nd after rainfall to check on ponding/pooling around vented manhole covers. An update report will be provided to assimilate the more recent information into the draft report. Wright Pierce has reviewed the recent flow meter and CCTV data provided. Flow graphs and spreadsheet provided with the observed defects. Will review with Waterford and develop recommendations where to move the flow meter and/or further studies. Additionally four manhole dishes have been installed during storms in direct storm water flow paths in conjunction with manhole inspections in the 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. Waterford has received their flow meters back from calibration. Flow meter data will be used to determine next location for flow meters. 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.

Project Background: 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 (including encumbrances)

In addition, available ARPA funds have been increased to \$1,341,316 per finance as of June 4, 2025.

Original ARPA funds available were in the amount of \$1,020,041.

Current Project Status: The long lead time MCC gear has been delivered and the project is moving forward to active construction. The contractor is installing temporary power and bypass pumping system to be used for construction work.

Project History: The contractor has provided an updated final completion date of **2/11/2026**

Contractor is still waiting for confirmation of electrical gear delivery from supplier. Supplier is unable to provided firm delivery schedule.

Contractor is proposing a 2-week schedule extension due to MCC gear delays (still waiting for delivery from supplier). Project completion has now been pushed to late December of 2025.

Contractor confirming delivery of electrical gear. Currently still indicating end of May to mobilize on site but contingent on receiving confirmation from electrical gear supplier. A formal change order to the contract has been requested to extend the completion date as the project was originally scheduled to be complete this spring. The new roof was installed in June of 2024. 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 are complete.
- 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 – mid-June
- 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

Current Project Status: No change on this project in the last 30 days, this project will resume when we move into the build phase on the SCADA project. This work is in conjunction with the SCADA system upgrade.

Project History: To date a high definition screen was installed at the Route 85/Crystal Mall station and a 10-inch screen at Stoney Brook. All ordered parts have arrived; we anticipate beginning this project in the next 3-4 weeks once Ridgewood Ave is complete.

Project Background: 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. Gorman-Rupp Pump Station Controls

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

Current Project Status: No change on this project in the last 30 days.

Project History: 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 nearly complete, all that remains is some work on the dry side in the station, pending safety evaluations by our consultant.

Project Background: 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.

5. 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

Current Project Status: The crew continues spring/summer cleanup at all the stations and addressing exterior items that require work. We have identified four stations that need new roofs, and have taken precedence over a new driveway at Cross Road.

Project History: 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.

6. Contract #1 Sewer Easement Access Project.

Capital Improvement Fund L.I. # 33123-55019

Original Appropriation: \$250,000.00 Available Balance \$147,200.00 & FY26 CNR \$200,000

Current Project Status: Waiting on review from Waterford purchasing and legal department. Notification letters to be sent to property owner abutting the easement work.

Project History: Final drawings complete addressing comments from Town Planning & Development. Will discuss with Waterford when package will go out to bid. Final drawings in progress to address Waterford comments. Additional drawing sent to DOT for comment (some work will be within

their jurisdiction). Drawings are 90% complete, and spec package is 100% complete, a site walk with Wright Pierce was conducted April 9th to discuss and finalize package for bidding. Per Wright-Pierce, drawing updates and draft specifications are in progress. A 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 January 22, drawing updates are in progress. 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: \$ 213,830.08

An additional 100K was designated in both FY24 and FY25, a request to move from an appropriation to a designation will take place when the currently appropriated funds are expended. The First Selectmen included \$500,000 in the General Fund Balance for FY26 to be used for Plastic Water Services, a request to appropriate these funds will be made to enable to Utility Commission to stay one full year ahead of DPW's paving plan.

Current Project Status: As of 8/7/2025, B&W has completed their work on Old Norwich Road. Our crew completed material type identification on DPW's FY26 paving program roads in District 3, these roads include Soljer Drive, Ann Road, & Roseleah Drive; all existing services are copper. From there we will head to the roads impacted by Eversource in Quaker Hill, as we continue our goal to remain one full year ahead of DPW's paving program.

Project History: Our road crew has completed their work on Albacore and Marlin. The Utility Commission crew investigated 15 of the 20 total services between both roads and replaced 10 services, totaling 248 LF of service line replacement on these streets. A pre-construction meeting with B&W was held on May 29th, construction is anticipated to begin on June 23, 2025. Staff is working with DPW to review next few years planned paving roads in an effort to stay ahead of DPW by a year.

The bid package for Old Norwich Road PWS replacements has been approved and is out to bid, a pre-submittal meeting is scheduled for April 22, bids are due May 6th. Bidders are required to mobilize within

2-3 weeks of receipt of award in order to keep ahead of DPW's paving schedule. Our crew has picked up our mini-excavator for the season, and are preparing to begin work on Albacore the week of April 7th.

2023-2024 Project History: 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. 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 Appropriation L.I. # 20531-57890 \$19,800.00

Current Project Status: Wright Piece has submitted their draft memo submitted for Waterford review and comment. Copies of the memos are included in your packets.

Project History: A site visit was conducted on April 2nd by Wright-Pierce, both stations were visited along with a packaged pump station as an example of what the Utility Commission has done for building enclosures. A signed task order was sent to Wright Pierce on March 3rd, Wright-Pierce is working with WUC staff to gather station and force main record drawings/documentation and run time data for each station, and a site visit to each station will be conducted within the next few weeks as they begin their analysis. On February 2nd the RTM approved our request to appropriate the designated funds following approval on January 15th from Board of Finance and January 7th approval from Board of Selectmen, funds will be available 15 days thereafter, as which time the task order will be signed and the Engineering Study can begin.

Project Background: 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 Approved Task Order: \$147,600.00

Current Project Status:

As of 8/7/2025

- On site Meeting with WUC.
- Testing of MQTT communication on site.

- Testing of DNP3 communication on site.
- Evaluation of Sparkplug MQTT broker.
- Response to Client's email on critical path items for WUC staff.
- Response to Client's email on MQTT roles and responsibilities for WUC vs. WP.
- Review and procurement of computer and associated network equipment.
- Site visit to pick up Operator Interface Terminal to evaluate MQTT data set.

Project History:

Client meeting held to discuss preliminary design and finalization of the network design. Follow-up meeting to be held on 6/6 regarding MQTT communication decisions. Network Design complete pending changes from 6/6 meeting. A final amendment to the scope of the project was received on March 26th after much discussion, one final addition to the scope was made to host a documentation management portal for ease of management for all Utility Commission documentation moving forward. The total cost for the change of scope is an additional \$19,200 to their original approved task order and a timeline extension of 6-8 weeks as a result of the verbally agreed upon scope changes. The changes to the scope will net long term savings to the Commission over the life of the SCADA system due to the elimination of the \$2,000 monthly cost for a separate fiber internet connection which over an anticipated 7 year life of the system equates to a cost savings of over \$150,000 in internet connection fees alone, amongst other reoccurring costs for data storage and back up.

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.
- 8) Conceptual SCADA hardware design 95% complete waiting on Client decision on Pump Station Wi-Fi dot1x
- 9) Virtual Infrastructure Network Drawing 95% complete
- 10) Amendment 1 being drafted for changes as outcome of virtualization decisions.
- 11) HMI Development 90% Complete.
- 12) Currently working on putting screenshots together for client review.

Project Background: 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.

10. Water and Wastewater Standards and Specifications Update

L.I. # 24431-52121 Approved Task Order: \$36,800.00

Current Project Status: No updates on this project at this time. Waterford sent the draft standards and specs to New London for their initial comments on May 13, 2025.

Project History: Wright Pierce Update as of 4/3/25: Water specifications and standard details draft submitted for review by Waterford staff. WUC staff is currently reviewing.

Project Background: The current Water and Wastewater Standard and Specifications the Utility Commission uses are significantly outdated and require updating. This project is being cost-shared with the City of New London.

Utility Commission Operational Projects

- All wastewater collection system components and equipment are operational with the exception of pump one at Harvey Ave and the generator at Oil Mill Road.
 - Harvey Ave Update: pump repair is underway
 - Oil Mill Generator: The insurance company has accepted liability and will pay out on this claim for a replacement generator and will cover the rental generator costs, less our \$10,000 deductible. We received a quote for its replacement from our Cummins rep in the amount of \$110,389.00 and a lead time of 20-25 weeks. The lowest generator rental quote came in at \$4950/month from Generators On Demand.
- Asset Management update:
 - Assistant Director to provide an update.
- Municipal Waterworks Meetings: a meeting is scheduled for July 21st.
- Municipal Wastewater Flow Metering no update this month
- OSHA Update –
 - All WUC controlled confined spaces have been evaluated
 - All maintenance staff have been provided site specific confined space entry training, CPR training/certification, and Stop the Bleed training
 - An update of our progress was sent to OSHA on August 1, 2025, which OSHA acknowledged receipt
 - The Confined Space Entry Program has been updated to reflect current OSHA standards and includes our confined space rescue plan which was developed with Fire Services. The written program was distributed to staff the week of August 4th
 - Pump probes were received on August 6th and distributed to the staff on August 8th
 - Permit required confined space entry operations will resume Monday August 11th

Respectfully Submitted,

Jill N. Stevens
Director of Utilities