



WATERFORD UTILITY COMMISSION

DATE: July 8, 2025

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

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

MEMEBERS ABSENT: Jerry Porter

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 June 10, 2025, Mr. Boyle seconded.

VOTE The motion passed unanimously.

BILLING ADJUSTMENTS

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

EXPENDITURES

MOTION Made by Mr. Dembek to approve the June 2025 bill list, Mr. Valentini 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 explained the difference between Judgement and Foreclosure actions through the courts and the impacts it has on the Utility Commission's ability to collect past due amounts when liens have been filed. He would like the Commission to consider pursuing Foreclosures in place of Judgments to protect the Commission's lien position. If the Commission decides to follow Attorney Kepple's suggestion, the Commission should establish a dollar amount threshold that would commence foreclosure proceedings when an account exceeds that figure. He would like to revisit this subject at next month meeting.

- Financial Report

The financials for May were reviewed.

NEW BUSINESS

WATER

City of New London/Veolia Report.

The Commission reviewed the report.

Water Agreement Working Group Update

Mr. Valentini reported that Ms. Stevens is in the process of securing funding to hire an engineering firm to complete an engineering study to evaluate the Town's Capital requirements related to the potential renewal of the Waterford New London Interlocal Water Agreement.

CORRESPONDENCE

1. OSHA Informal Settlement Agreement
2. Request to the Board of Selectmen to re-designate existing capital funds currently appropriated for the Old Norwich Road Wastewater Pump Station project into a new capital account for engineering services related to the capital requirements surrounding the potential renewal of the Waterford New London Interlocal Water Agreement.

PLANS REVIEW –

No plans

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PERSONNEL

An existing Sewer Tech II has been promoted to Sewer Maintenance Operator creating an opening for Sewer Tech II to be filled, the position is currently posted.

OTHER

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:10 p.m.

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

VOTE The motion passed unanimously.

Respectfully submitted,

Amy Windle
Recording Secretary



WATERFORD UTILITY COMMISSION

Director's Report

July 8, 2025

This report summarizes the Commission's ongoing projects and operational activities as of 7/2/25

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 7/2/2025, an updated report with additional information from our CCTV video review, flow meter data analysis and water usage data will be provided to Waterford July 3rd.

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

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 contractor has provided an updated final completion date of **2/11/2026** based on the information available from the electrical supplier. However, some items are still not received and could impact final completion. The contractor has installed temporary power for construction (coordinated with Eversource). Contractor submitted updated bypass pumping plan, which is being reviewed by Wright-Pierce.

Project History: 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

Current Project Status: Final drawings complete addressing comments from Town Planning & Development. Will discuss with Waterford when package will go out to bid. **Project History:** 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: \$409,001.30

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 7/2/2025, B&W began their work on Old Norwich Road on June 24, 2025 and have 8 services left to complete. Our crew will begin material type identification on DPW's FY26 paving program roads in District 3 next week, these roads include Soljer Drive, Ann Road, & Roseleah Drive. 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 is completing their draft memo which will include options for upgrades to Gorman Rupp pre-packaged station and submersible pump/valve vault station options. The draft memo will be complete for internal (Wright-Pierce) review July 3rd. Final draft to Waterford July 14th.

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 7/2/2025, a workshop to transition into the build phase of the project is scheduled for July 11, 2025.

- MQTT investigation, download of free MQTT broker.
- Testing of MQTT broker communication.
- Investigation of MQTT package pricing.
- Investigation of DNP3 drivers in Ignition.
- Update of Visio Network Drawing.
- Email to Client on Anticipated workshop.

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: Awaiting estimate for pump repair.
 - Oil Mill Generator: Awaiting decision from insurance company regarding claim on generator replacement and rental unit. 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 17th.
- Municipal Wastewater Flow Metering verification was performed by an independent vendor, the Utility Commission and the City of New London will engage Flow Assessment Services to manage the inter-municipal flow meters with full transparency and ensuring both municipalities have real time access to the data at all times moving forward. A quote was received from Flow Assessments to calibrate the meters, 5 total, twice a year for \$6,500 annually. We will share the costs with New London for this proposal.
- OSHA Update –
 - An informal conference was held with OSHA on June 10th which resulted in a reduction of penalties from \$7,660 to \$4,550, a copy of the Informal Settlement Agreement will be provided to the Commissioner's as Correspondence.
 - All non-confined space related violations have been abated as of June 10th
 - Our safety consultant was engaged on May 1st to evaluate all confined spaces and train our staff on proper Confined Space Entry and Rescue specific to our operation, as well as develop a complete Safety Program for our operation that meets OSHA requirements. To date our staff have been trained as of June 24th and nearly all of our confined spaces have been evaluated and will return on July 10th to complete the four outstanding stations. We will receive reports on all potential confined spaces evaluated to include a determination as to whether or not

they are a confined space, if they are a permit entry required space, and recommendations to mitigate and safety hazards identified. We have received a comprehensive draft Safety Program and are in the midst of the review and editing process to finalize the plan before implementation with the staff.

Respectfully Submitted,

Jill N. Stevens

Director of Utilities