



WATERFORD UTILITY COMMISSION

DATE: November 14, 2023

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

MEMBERS PRESENT: Tom Dembek, Steve Negri, Rodney Pinkham and Ray Valentini

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

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

CITIZEN SESSION-None

SECRETARY'S REPORT

MOTION Made by Mr. Negri to approve the Minutes of the October 10th meeting, Mr. Valentini seconded.

VOTE The motion passed unanimously.

BILLING ADJUSTMENTS

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

EXPENDITURES

MOTION Made by Mr. Pinkham to approve the October 2023 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 Plastic Water Service Line Replacement Program. He, also, reported that the project is halted for the winter season and will resume in the spring. Mr. Valentini wanted the employees involved with the project to know they appreciated their hard work.

- Collection's Report

The report was reviewed by the Commission.

- Inflow and Infiltration Mitigation and Control

Mr. Bartelli explained the proposal and the need for a study to be done for the Richards Grove Road drainage area.

Pump	MOTION	Made by Mr. Pinkham to approve the Proposal for Richards Grove Road Station Sewer System Evaluation Study to Wright-Pierce in the amount of \$27,500.00, seconded by Mr. Valentini.
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VOTE	The motion passed unanimously.
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- Lead Service Line Inventory Program

The LCRR Inventory Proposal by Wright-Pierce was respectfully denied by the Board of Selectman. Mr. Bartelli asked the Commission if the Water Revenue Fund could be used instead.

MOTION	Made by Mr. Negri to approve the proposal for the LCRR Inventory by Wright-Pierce in the amount of \$98, 763.00 be paid out of the Water Revenue Fund, seconded by Mr. Dembek.
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VOTE	The motion passed unanimously.
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New Business

- Capital Improvements Plan FY 25-29

Mr. Bartelli explained that the CIP was in progress and will send copies to the Commission when completed.

- Sewer Use Account #060005663 Adjustment Request

Resident requested an adjustment for a water leak in their meter pit. Mr. Locke from Veolia Water confirmed the leak and that it was corrected.

MOTION	Made by Mr. Negri to grant a credit using the five year average to determine the amount of credit, seconded by Mr. Dembek.
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VOTE	The motion passed unanimously.
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City of New London/Veolia Report

The monthly report was provided to the Commission to review.

PLANS REVIEW

None

PERSONNEL

Mr. Bartelli announced Edward Machinski will be retiring December 1st.

He, also requested that he be able to create a new job description to replace the Construction Inspector position currently held by Ed Machinski and to bring the job description to the Personnel Review Board and HR.

MOTION Made by Mr. Negri to approve the new job description replacing Mr. Machinski's position and to bring the job description to the Personnel Review Board, seconded by Mr. Dembek.

VOTE The motion passed unanimously.

OTHER

Mr. Bartelli explained that the Bloomingdale Road area has been cited for having low water pressure; this is also a concern for Fire Services. He explained the Wright-Pierce proposal for an evaluation to provide options to enhance residential and fire protection water pressure in this area of Town.

MOTION Made by Mr. Negri to approve the proposal from Wright-Pierce to provide an evaluation for low water pressure in the Bloomingdale Road area to be funded through the Water Revenue Fund, seconded by Mr. Dembek.

VOTE The motion passed unanimously.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:16 p.m.

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

VOTE The motion passed unanimously.

Respectfully submitted,
Amy L. Windle
Recording Secretary



WATERFORD UTILITY COMMISSION

Director's Report

November 14, 2023

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

Current Capital 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 Budget: \$310,985.86

A proposal to conduct a Sewer System Evaluation Study within the Richards Grove sewer basin was received and will be discussed at the 11/14/2023 WUC meeting. 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 work will reconvene upon completion of the Control Panel Retrofit program and the Plastic Water Service Replacement program which are both being conducted by in-house staff.

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

A proposal for contract administration services was received and will be discussed at the 11/14/23 WUC meeting.

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. This program will reconvene in the spring of 2025

5. Utility Billing Software System

FY23 Capital Improvement Fund L.I. # 33123-55906

Original Appropriations: \$ 130,000.00 : Available Budget: \$0.00

The new software officially launched June 26, 2023. We recently completed our first full first quarter "Book Route" process with success. We are working on revising our daily transaction reports for the Finance Department. Two Utility Commission staff members are scheduled to attend the Harris Systems comprehensive training program this December. To date approximately 19.5% of our customers have opted for paperless billing and 441 have set up for the auto pay option, these numbers are growing gradually in time.

6. Fargo Water Tank Rehabilitation.

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

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 \$990,900.00 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, is now planning to start work spring of 2024. A Pre-Construction meeting is scheduled for the week of November 27th

7. 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 has commenced 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. All of the cellular amplifier equipment has been received. Utility Commission staff will be installing the amplifiers during the process of the controls upgrades.

8. Contract #1 Sewer Easement Access Project

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

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. Contract drawing submissions are scheduled to be received by 11/30/23

9. Plastic Water Service Line Replacement Program

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

Current Account Balance: \$603,876.91

Work commenced on this 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. We are currently evaluating additional roads in the Quaker Hill section of town that DPW intends on resurfacing, which will require service line replacement prior to any roadwork. The Scheduled water service replacement program is currently suspended until spring.

Operational and Other

- All wastewater collection system components are operational with exception to the SCADA server #1 which is experiencing issues. A proposal to correct this deficiency will be forthcoming.
- 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 GIS migration to be hosted by Tighe & Bond is work in progress.
- The Asset Management software project proposal will move forward upon migration of the GIS system.
- LCRR Inventory Proposal by W/P was acted on by the B.O.S on October 24, 2023 to be reconsidered by the Utility Commission on 11/14/23
- A proposal to conduct an Inflow and Infiltration Study within the Richards Grove Basin will be submitted to the Commission for consideration on 11/14/23
- A proposal to conduct Contract Administration Services for the Old Norwich Rd Wastewater Pump Station rehabilitation project will be submitted to the Commission for consideration on 11/14/23
- A revised Job Description for the Assistant Inspector will be submitted in DRAFT form for the Commission's consideration at the 11/14/23 meeting. Our current Inspector is retiring December 1, 2023
- The FY25-29 CIP is in progress, copies will be sent to the Commission upon completion.

Respectfully Submitted,

James A. Bartelli

Director of Utilities