



WATERFORD UTILITY COMMISSION

DATE: October 10, 2023

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

MEMBERS PRESENT: Tom Dembek, Steve Negri and Ray Valentini

MEMBERS ABSENT: Rodney Pinkham

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. Dembek to approve the Minutes of the September 12th meeting, Chairman Kirkman seconded.

VOTE The motion passed unanimously.

BILLING ADJUSTMENTS

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

EXPENDITURES

MOTION Made by Mr. Negri to approve the September 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.
- **Collection's Report**
The report was reviewed by the Commission.
- **Asset Management Software**
Mr. Bartelli spent time to answer questions that Mr. Valentini submitted after his review of the demonstration of Beehive Asset Management software.
- **Lead Service Line Inventory Program**
Mr. Bartelli submitted a funding request to the Board of Selectmen based on the proposal from Wright-Pierce to begin this project.

New Business

- **Utility Commission 2024 Regular Meeting Schedule Adoption**

MOTION Made by Mr. Dembek to accept the 2024 schedule of WUC Regular Meeting Schedule, seconded by Mr. Valentini.

Vote The motion passed unanimously.

City of New London/Veolia Report

The monthly report was provided to the Commission to review.

Mr. Bartelli reported that the Bi-Town Staff meeting has been postponed for this week and rescheduled for next week.

PLANS REVIEW

Eugene O'Neil Proposed Sewer Main Extension Proposal-Mr. Bartelli showed a map of the property and where there are current sewer lines. He showed the areas of the property that is not tied-in and some ideas of how they could execute this project. A meeting with Martinez, Couch and Associates is scheduled for Wednesday October 11, 2023.

PERSONNEL

See Director's Report for Updates.

OTHER

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:30 p.m.

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

VOTE The motion passed unanimously.

Respectfully submitted,
Amy L. Windle
Recording Secretary



WATERFORD UTILITY COMMISSION

Director's Report

October 10, 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

This is a perpetual 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 is a CNR designation of \$544,000 in LI # 20531-57816. In addition, available ARPA funds in the amount of \$1,020,041. Total available funds are \$1,569,866. 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. In order to make up the shortfall of available funding and allow for a 10% contingency in the event unforeseen items an additional funding request in the amount of \$755,369 was requested and approved by the of the Board of Selectman on September 12, 2023. On October 2, 2023 the RTM also approved the additional funding request. After the required 15 day holding period for RTM action items, an Award Letter will be sent to the contractor.

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.

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 15% of or customers have opted for paperless billing and 359 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. A revised costs to temporary relocate the Town's

antennas has been received and is being considered at the September 12, 2023 Board of Selectman meeting. The tank contractor, USG, is now planning to start work spring of 2024.

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 and is scheduled to be completed within one month.

9. Plastic Water Service Line Replacement Program

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

Current Account Balance: \$604,761.88

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. Our crew is currently working within the Birdville neighborhood where staff has replaced 5 plastic services to date and excavated 35 services which were identified as copper. 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. To date we have replaced 1755 LF of plastic water service line with copper. 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.

Other

- All wastewater collection system components are operational
- Two Part time Sewer Collection System Assistants started on 10/10/23
- 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.
- A P.O. has been issued for removal of the underground fuel storage tank and for the installation of an interior tank at Stoney Brook Station.
- Our GIS is in the process of migrating to the Tighe & Bond hosted servers.

Respectfully Submitted,

James A. Bartelli

Director of Utilities