

**WATERFORD UTILITY COMMISSION****REGULAR MEETING AGENDA******* ZOOM REMOTE ACCESS ONLY *******DATE: Tuesday, August 18, 2020****PLACE: 1000 Harford Tpke., Waterford, CT****TIME: 6:00 pm****ZOOM Remote Access Only**

Neftali Soto is inviting you to a scheduled Zoom meeting.

Topic: Waterford Utility Commission Regular Meeting

Time: Aug 18, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89608837515>

Meeting ID: 896 0883 7515

One tap mobile

+13017158592,,89608837515# US (Germantown)

+13126266799,,89608837515# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 896 0883 7515

Find your local number: <https://us02web.zoom.us/j/89608837515>

- 1. Citizens Session –**
- 2. Secretary's Report –** Approval of July 21, 2020 Regular Meeting minutes.
- 3. Accounts Adjustments –** As per list
- 4. Expenditures –** Approval of Bill List

DATE: TUESDAY, AUGUST 18, 2020

PLACE: 1000 HARTFORD TPKE., WATERFORD, CT

TIME: 6:00 PM

ZOOM REMOTE ACCESS ONLY

5. Old Business – Reports and Updates

- Financials - WW Fund Revenues / Expenditures Report, and Collections
- Municipal Complex Rehab – Status Update
- Waterford/East Lyme/New London Wastewater Agreement & Wtfd/EL Sewer Agreement

6. Unfinished Business -

- 7. Executive Session** (if necessary) – Pending claim by New London regarding termination of Tri-town agreement and requirement for Waterford to seek alternate treatment solution.

8. New Business -

- None

WATER – Veolia Report

- 9. Correspondence –** As noted on correspondence list.

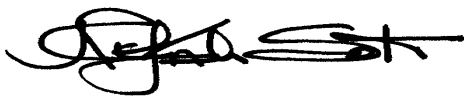
10. Plans Review –

- 11. Personnel –** Update

12. Other –

13. Adjournment

All requests for items to be considered by the Utility Commission must be received at least seven (7) days in advanced.



Neftali Soto, P.E. – Chief Engineer

WATERFORD UTILITY COMMISSION

REGULAR MEETING MINUTES

RECEIVED FOR RECORD
2020 JUL 24 PM 3:40

DATE: July 21, 2020

PLACE: Waterford Municipal Complex; 1000 Hartford Turnpike **ZOOM ACCESS ONLY**

PRESIDING: Chairman Peter Green

MEMBERS PRESENT: Steve Negri, Raymond Valentini, and Ken Kirkman

ALSO PRESENT: Staff: Neftali Soto-Chief Engineer, Jim Bartelli-Assistant Director and Attorney Nick Kepple

Chairman Green called the meeting to order at 6:01 PM

CITIZEN SESSION

None

SECRETARY'S REPORT

MOTION Made by Mr. Valentini to approve the Minutes of the June 16, 2020 meeting, Mr. Negri seconded.

VOTE The motion passed

MOTION Made by Mr. Kirkman to approve the Minutes of the July 15, 2020 Special meeting, Mr. Negri seconded.

VOTE The motion passed

BILLING ADJUSTMENTS

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

EXPENDITURES

MOTION made by Mr. Negri to approve end of year FY20 and July 2020 bill list, Mr. Valentini seconded.

VOTE The motion passed unanimously.

OLD BUSINESS – REPORTS & UPDATES

- **FINANCIALS – WW FUND REVENUES/EXPENDITURES REPORT**
The financial were reviewed. Mr. Soto reported that we ended FY20 under budget but it was tight.
- **MUNICIPAL COMPLEX REHAB – STATUS UPDATE**
The building committee had a tour this week of the new office building and the mechanics' area. The foundation for the new garage is currently being worked on.
- **COLLECTIONS-UPDATE**
Attorney Kepple gave a report that collections are going well. He stated that they had some good size payoffs this past month.
- **TRI TOWN AGREEMENT**
Attorney Kepple received a letter from the New London's Town Attorney. It addressed six areas that New London would like changed or added to the new Tri-Town agreement. Attorney Kepple will draft a response letter to be approved by the commission as well as a letter to East Lyme.
The Sub Committee for the Tri Town agreement met on July 15th via Zoom. They went page by page and discussed areas that should be updated.

UNFINISHED BUSINESS

- **FLOOD INSURANCE ON PUMP STATIONS**
Mr. Soto contacted our contact person at the insurance agency. She informed Mr. Soto that she had been working with the former finance director regarding the evaluation of the pump stations. She will be in touch in a couple of weeks with a full report.
- **Policy No. 3014 Well and Secondary Meters**
Mr. Soto explained how the new policy would work and if approved would send letter to residents to let them know of the change in policy.

MOTION made by Mr. Negri to accept the new Policy No. 3014 regarding Well and Secondary Meters, Mr. Kirkman seconded.

VOTE The motion passed unanimously.

NEW BUSINESS

- Extension on Evoqua Contract

Mr. Bartelli has been in contact with our sales representative for Evoqua that provide chemicals for odor control. Evoqua is willing to extend our contract and keep our current pricing for an additional year.

MOTION made by Mr. Kirkman to extend the current Evoqua contract for an additional year, seconded by Mr. Valentini.

VOTE Passed

WATER-VEOLIA REPORT

Report was not ready but will be e-mailed to Commission when available.

CORRESPONDENCE

None

PLANS REVIEW

None

PERSONNEL

- There are three candidates being interviewed this week for the Sewer Tech I position.
- Mr. Soto is working with Human Resources for the advertisement of the Operator position.

OTHER

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 6:49 p.m.

MOTION made by Mr. Valentini to adjourn. Mr. Kirkman seconded.

VOTE The motion passed unanimously.

Respectfully submitted,

Amy L. Windle
Recording Secretary

Waterford Utility Commission

Transaction List

Sorted by Location No
From 07/21/2020 through 08/18/2020

Account No	Location No	Customer Name	Trans. Date	Trans. Type	Reason Batch	Amount
06-0007083	00426300		08/14/2020	Adjustment		
				SEWER USE Interest		-5.85
						-5.85
06-0004504	0073200		08/11/2020	Adjustment	ADJUST INT	
				SEWER USE Interest		-7.40
						-7.40
06-0005683	0081687		08/12/2020	Adjustment		
				SEWER USE		-13.28
						-13.28
06-0002765	0130600		08/12/2020	Adjustment		
				SEWER USE		-17.67
						-17.67
06-0005643	0271200		07/22/2020	Adjustment		
				SEWER USE Interest		-8.51
						-8.51
06-0002194	0467600		07/30/2020	Adjustment	NL ADJUST	
				SEWER USE		-207.17
						-207.17
06-0001141	0492500		08/11/2020	Adjustment		
				SEWER USE Interest		-11.05
						-11.05
06-0000680	0534100		07/22/2020	Adjustment		
				SEWER USE Interest		-88.66
						-88.66
06-0005500	0554100		07/30/2020	Adjustment	NL ADJUST	
				SEWER USE		45.50
						45.50
06-0005500	0554100		07/30/2020	Adjustment	RE ADJUST	
				SEWER USE		-91.00
						-91.00
06-0001379	0620200		08/12/2020	Adjustment		
				SEWER USE		-15.83
						-15.83
06-0005099	0681800		08/12/2020	Adjustment		
				SEWER USE		-8.20
						-8.20
06-0003153	0705400		08/06/2020	Adjustment	NL ADJUST	
				SEWER USE		-217.00
						-217.00
06-0060149	0706000		08/11/2020	Adjustment		
				SEWER USE Interest		-2.00
						-2.00
06-0003082	0708400		07/22/2020	Adjustment		
				SEWER USE Interest		-7.67

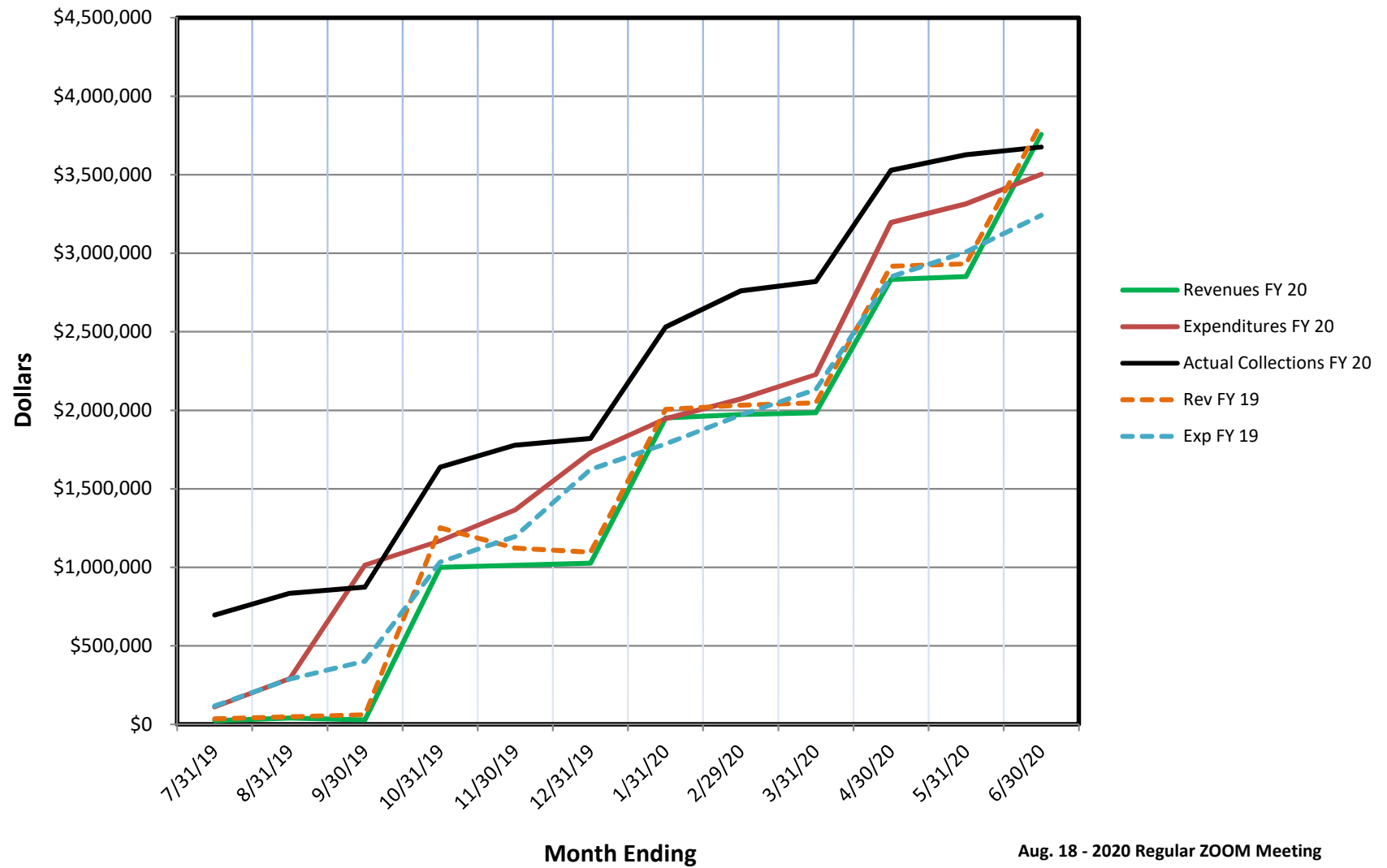
Account No	Location No	Customer Name	Trans. Date	Trans. Type	Reason	Batch	Amount
							-7.67
06-0002527	0718600		08/12/2020	Adjustment			
							-12.63
							-12.63
Grand Totals							
				Adjustment			
							-537.28
							-131.14
							-668.42

Date	PAID DATE	Department #	ACCT #	INVOICE #	JOB	VENDOR	DESCRIPTION	AMOUNT
8/18/2020	9/4/2020							
		21131	52030	69304	210108	Lenard Engineering	Consulting on Town Wide Lead and Copper	\$ 3,602.50
		60131	52040	81020		Atlantic Broadband	Cable for Maintenance Building	\$ 110.88
		60131	54170	163101		Bahr Sales	Camera Truck Parts	\$ 444.33
		60131	52730	712020		City of New London	Bond Payment for FY21	\$ 30,640.58
		60131	54170	23171		Critical Signs	Name Magnets	\$ 73.00
		60131	52040	158626	200366	EST Associates	East Lyme Flow Monitoring	\$ 4,354.28
		60131	52040	158625	200357	EST Associates	Flow Monitoring for 5 locations for 4weeks	\$ 14,735.00
		60131	52080	80920		Frontier Communications	Pump Stations-Telephone	\$ 144.55
		60131	54170	67893933		FW Webb		\$ 58.60
		60131	54170	67900667		FW Webb	ARC Pipe	\$ 153.28
		60131	54170	68023669		FW Webb		\$ 67.87
		60131	54170	67987679		FW Webb	Cross Roads	\$ 18.04
		60131	52030	80920		Hartford HealthCare	Employee Services	\$ 57.00
		60131	54170	72820		Home Depot	Shop Supplies	\$ 590.56
		60131	53070	73120		NAPA	Auto Supplies	\$ 337.73
		60131	54170	S041402460		NorthEast Electrical	Grider Cord	\$ 143.97
		60131	54170	S041428720		NorthEast Electrical	Cross Roads	\$ 171.25
		60131	54170	70389		Rapid Lock & Door Service	Sectional Key	\$ 15.15
		60131	54170	80471		Rapid Lock & Door Service	Sectional Key	\$ 23.75
		60131	54170	S128379799		Rexel	Cross Road	\$ 28.20
		60131	53020	54850		Superior Industrial Products Corp	Shop Supplies	\$ 454.28
		60131	53020	54854		Superior Industrial Products Corp	Gloves and Tyvek Coveralls	\$ 905.54
		60131	54170	54891		Superior Industrial Products Corp	Shop Supplies	\$ 373.02
		60131	54170	S2926390		Superior Products Distributors	Cross Road	\$ 173.64
		60131	54170	S020409524		Teledyne Instruments	Flow Meter	\$ 367.23
							TOTAL	\$ 58,044.23
ALREADY SENT TO FINANCE								
7/29/2020	8/7/2020	60131	52040	71020		Atlantic Broadband	Cable for Maintanence Building	\$ 110.88
		60131	52080	71520		Frontier Communications	Fax Line	\$ 241.66
		60131	52030	71020		Hartford HealthCare	Dulin, Patrick	\$ 57.00
		60131	52040	7390964		TIAA Bank	Plotter Lease Fee	\$ 185.00
		60131	52080	985881048		Verizon	Cell Phones	\$ 823.24

8/14/2020	9/4/2020	60131	52040	9972473394		Airgas	Cylinder Rentals	\$ 53.69
		60131	52100			Eversouce	Electric	\$ 12,410.36
		60131	52110			City of New London	Water	\$ 208.51
		60131	52040	10809752		Vanco	Electronic Checks Processing Fee	\$ 313.60
							TOTAL	\$ 14,403.94
							GRAND TOTAL	\$ 72,448.17
							Payroll	\$ 68,073.90

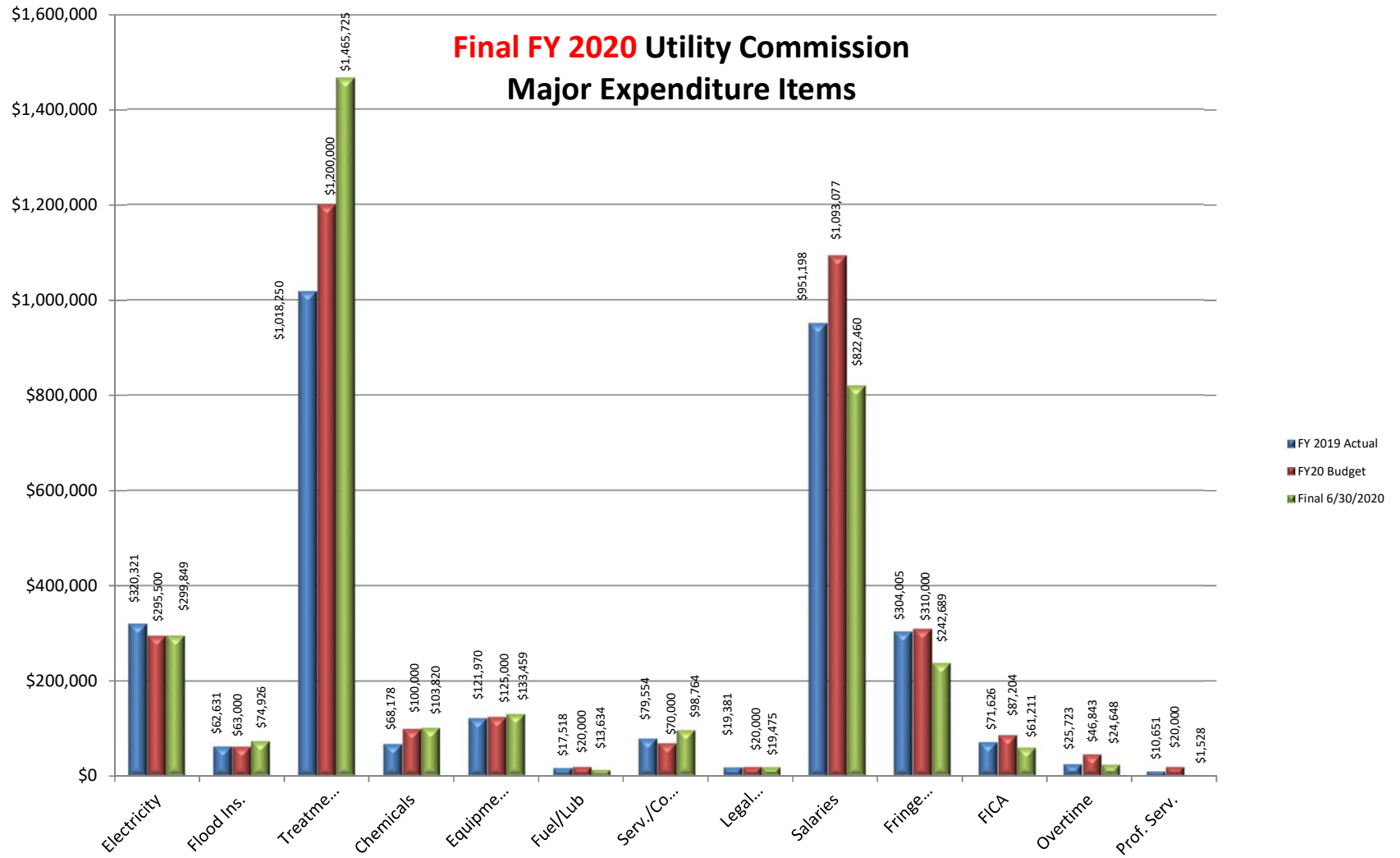
Final Wastewater Enterprise Fund FY 2020 - Performance - Cumulative					
Month Ending	Revenues FY 20	Expenditures FY 20	Actual Collections FY 20	Rev FY 19	Exp FY 19
7/31/19	\$23,981	\$110,914	\$695,689	\$35,191	\$116,618
8/31/19	\$40,299	\$291,616	\$834,268	\$48,322	\$288,871
9/30/19	\$27,971	\$1,015,091	\$874,785	\$60,904	\$402,928
10/31/19	\$999,673	\$1,168,315	\$1,636,562	\$1,251,548	\$1,032,499
11/30/19	\$1,013,082	\$1,365,066	\$1,777,971	\$1,122,326	\$1,196,006
12/31/19	\$1,027,038	\$1,730,566	\$1,819,750	\$1,095,751	\$1,623,009
1/31/20	\$1,950,795	\$1,945,572	\$2,530,327	\$2,006,367	\$1,785,621
2/29/20	\$1,972,295	\$2,072,289	\$2,760,028	\$2,032,486	\$1,968,801
3/31/20	\$1,984,582	\$2,228,364	\$2,820,744	\$2,047,489	\$2,131,401
4/30/20	\$2,832,631	\$3,194,895	\$3,528,312	\$2,917,195	\$2,849,448
5/31/20	\$2,851,292	\$3,315,415	\$3,628,128	\$2,933,359	\$3,008,809
6/30/20	\$3,757,519	\$3,503,869	\$3,676,533	\$3,828,644	\$3,241,761
Aug. 18 - 2020 Regular ZOOM Meeting					

Final Performance to Wastewater Enterprise Budget FY 2020

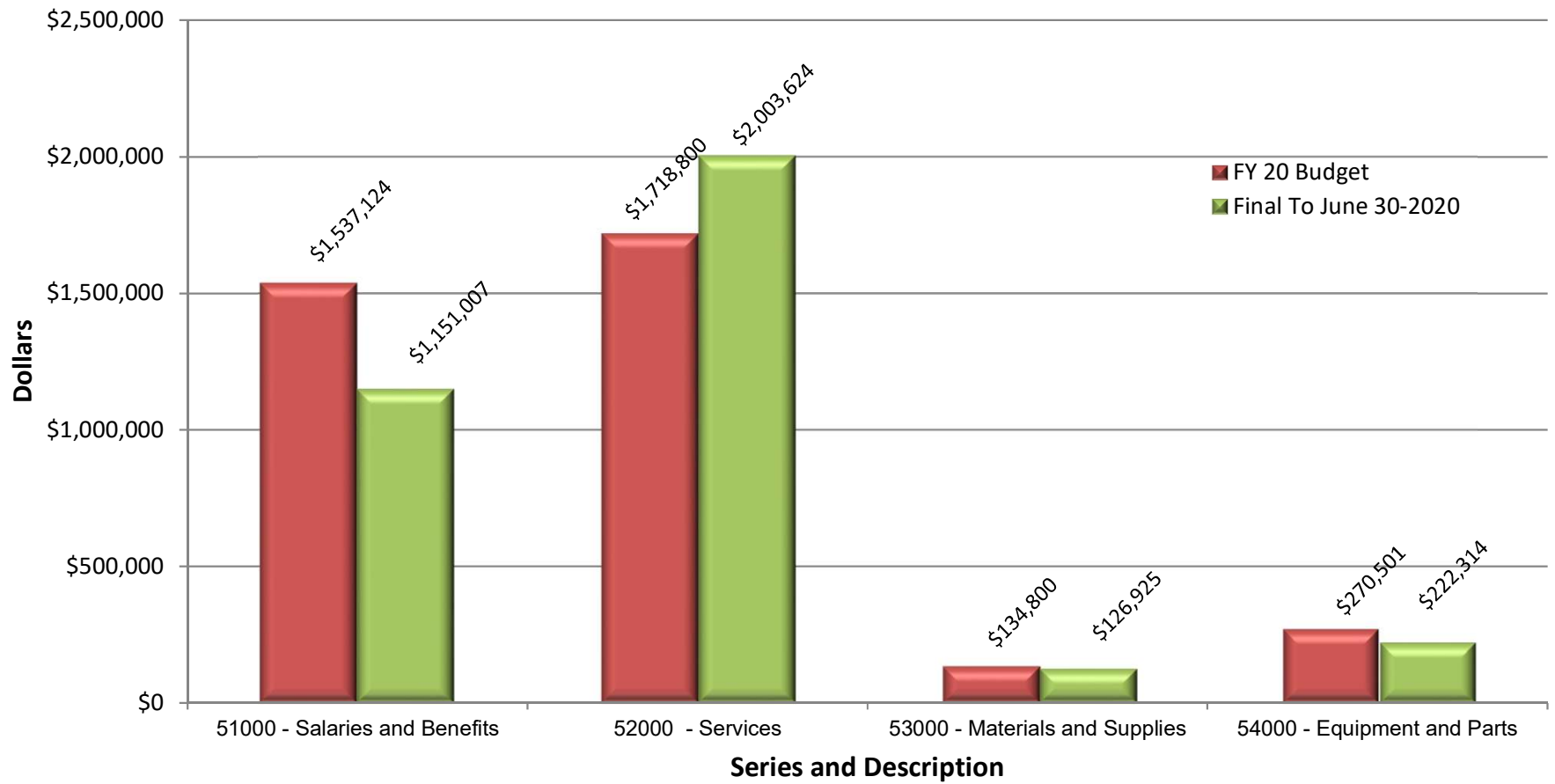


Aug. 18 - 2020 Regular ZOOM Meeting

Final FY 2020 Utility Commission Major Expenditure Items



Final Expenditures by Series FY20



Wastewater Enterprise Fund FY 2021 - Performance Progress - Cumulative						
Month Ending	Revenues FY 21	Expenditures FY 21	Actual Collections FY 21	Actual Collections FY 20	Rev FY 20	Exp FY 20
7/31/20	\$19,414	\$72,336	\$658,113	\$695,689	\$23,981	\$110,914
8/31/20				\$834,268	\$40,299	\$291,616
9/30/20				\$874,785	\$27,971	\$1,015,091
10/31/20				\$1,636,562	\$999,673	\$1,168,315
11/30/20				\$1,777,971	\$1,013,082	\$1,365,066
12/31/20				\$1,819,750	\$1,027,038	\$1,730,566
1/31/21				\$2,530,327	\$1,950,795	\$1,945,572
2/29/21				\$2,760,028	\$1,972,295	\$2,072,289
3/31/21				\$2,820,744	\$1,984,582	\$2,228,364
4/30/21				\$3,528,312	\$2,832,631	\$3,194,895
5/31/21				\$3,628,128	\$2,851,292	\$3,315,415
6/30/21				\$3,676,533	\$3,757,519	\$3,503,869
August 18 - 2020 Regular ZOOM Meeting						

Sewer Use Collections Status as of August 14, 2020

939 Files referred for collections with a current total of \$613,888.33

To Date:

789 Paid/Closed
49 Payment Plans – \$175,213.31
16 Town Real Estate Tax Foreclosures - \$93,524.82
17 Other entity foreclosures/bankruptcy/military - \$69,292.67

Activities over next 60-90 Days:

38 Filed or Filing lawsuits for non-payment - \$101,029.50
20 Town Sewer Use Foreclosures - \$137,991.91
10 Miscellaneous follow-up, on hold, bank owned, new referrals - \$36,836.12

Delinquent Sewer Use Collections Summary through August 14, 2020:

Fiscal Total Use Collections from July 1, 2011 to August 14, 2020	\$2,034,181.52
Fiscal Year Use Collections YTD	\$ 13,204.73
Fiscal Year Attorney Fees and Costs Expended *	\$
Fiscal Year Attorney Fees and Costs Recovered	\$ 9,891.40

*Does not include July bill

SUMMARY FOR PREVIOUS FISCAL YEAR COLLECTIONS

2000 THROUGH 2017

UTILITY COMMISSION FILES TOTAL:	\$ 1,921,603.90
TAX COLLECTOR FILES TOTAL:	\$ 5,205,748.53
UTILITY COMMISSION LEGAL REIMBURSEMENT	\$ 180,116.83
MISC. COLLECTION FILES TOTAL:	<u>\$ 743,672.87</u>
	\$ 8,051,142.13

FISCAL YEAR 2018

UTILITY COMMISSION FILES TOTAL:	\$ 250,573.49
TAX COLLECTOR FILES TOTAL:	\$ 700,752.17
UTILITY COMMISSION LEGAL REIMBURSEMENT	\$ 47,979.70
TAX & WUC LEGAL REIMBURSEMENT:	<u>\$ 26,266.71</u>
TOTAL	\$ 1,025,572.07

FISCAL YEAR 2019

UTILITY COMMISSION FILES TOTAL:	\$ 215,330.67
TAX COLLECTOR FILES TOTAL:	\$ 794,921.89
UTILITY COMMISSION LEGAL REIMBURSEMENT	\$ 54,793.23
TAX & WUC LEGAL REIMBURSEMENT:	<u>\$ 45,981.33</u>
TOTAL	\$ 1,111,027.12

FISCAL YEAR 2020

UTILITY COMMISSION FILES TOTAL:	\$ 175,514.89
TAX COLLECTOR FILES TOTAL:	\$ 482,767.88
UTILITY COMMISSION LEGAL REIMBURSEMENT	\$ 46,696.76
TAX & WUC LEGAL REIMBURSEMENT:	<u>\$ 36,184.35</u>
TOTAL	\$ 741,163.88

FISCAL YEAR TO DATE 2021 (JULY 1, 2020 TO AUGUST 13, 2020)

UTILITY COMMISSION FILES TOTAL:	\$ 13,204.73
TAX COLLECTOR FILES TOTAL:	\$ 53,648.95
UTILITY COMMISSION LEGAL REIMBURSEMENT	\$ 9,891.40
TAX & WUC LEGAL REIMBURSEMENT:	<u>\$ 4,002.92</u>
TOTAL	\$ 80,748.00

GRAND TOTAL COLLECTED SINCE APPOINTMENT

AS TOWN ATTORNEY: \$11,009,653.20

Monthly Operating Report
New London, Ct.
June 2020

The report covers the period from June 1, 2020 to June 30, 2020
New Business

- a. Operations – All Water and wastewater operations were within permit compliance throughout this monitoring period.
- b. All work continues throughout the Covid outbreak. As of June 1st we have begun entering homes and businesses to perform meter exchanges, cross connection inspections and backflow testing. A building entry plan has been established along CDC guidelines, and all involved employees have been trained. To-date no employees have tested positive in New London.
- c. Storm water work continues with 77 Catch Basins cleaned during this month leaving 395 cleaned since January 1, 2020. In total the New London Storm Water system contains around 1,700 catch basins.
- d. The water main replacement work on Elm Street is completed and all sections have been opened up for service. This area now has a complete grid connecting all streets on all four directions. At the same time 3 fire hydrants have been added to the area. The crew has now begun replacing the 24" diameter Stormwater pipe on Lincoln Ave. The pipe being removed is beyond deteriorated and in most cases comes out of the ground in small rust pieces. This pipe was half filled with dirt and rocks that were not only inhibiting flow but creating sink holes all along Lincoln Ave. This project will alleviate significant flooding between Lincoln Ave and Cedar Grove.



- e. Work continues at the Shaw's Cove Storm Water pump station. The first two Pumps have been installed, aligned and started up. Removal of the 3rd pump will take place on July 15th. This pump will be ready to run by the 17th with the exception of the right angle drive anti rotation repair. Parts are on order for this but will not arrive until the 2nd week of August. In preparation

for the potential July 11th tropical storm, the first two pumps were test run and they really move a lot of water quick.

- f. Fire Hydrant flushing is complete in Waterford and New London, the crews are now moving over to valve excusing.
- g. Maintenance crews at the WWTF are completing the rebuild of Primary Effluent Pump No. 1. This pump has been completely rebuilt including epoxy coating of all wetted surfaces, new seals, bearings, and a new double shaft seal and recalculated city water lubrication system. This is the first of these seal-water systems we are installing on large pumps. The goal is to reduce dependency on recalculated plant water for equipment lubrication.

Monthly summary for accounts paid by credit card was up quite a bit to 32%. The amount in legal was about the same as last month at \$838,000



- 2. Water
 - i. Lake Konomoc is at 83% of capacity at months end. The entire reservoir system is at 78% at months end
 - ii. Finished water flows for the month averaged 6.39 MGD
 - iii. All analysis and sampling are in full complied with Drinking Water Standards
- 3. Wastewater
 - iv. Monthly Flow Averaged 5.24 MGD
 - v. TSS Average – 5.0 mg/L – 98 % removal
 - vi. BOD Average – 3.0 mg/L - 99 % removal
 - vii. Total Nitrogen 268.6 lbs/day - 82%

4. **New London Utilities Road Crew Work June 2020**

New London

Hydrant Maintenance	0
Hydrant Flushing	611
Pipe Repair	1
Valve Maintenance	0

Waterford

Hydrant Maintenance	0
Hydrant Flushing	0
Pipe Repair	4
Valve Maintenance	0

Leaks and Main Breaks

DATE	Location	Town	TYPE
6/1/2020	46 Lamphere Road	WF	Service
6/2/2020	271 Crystal Avenue	NL	Service
6/9/2020	24 North Road (NYLL)	WF	Service
6/14/2020	19 Laurel Street	WF	Service
6/23/2020	27 Scotch Cap Road	WF	Service

Deliverables:

CCTV 5341.95'

Pipe Cleaning

Valve Turning

Hydrant Flushing 611

Sewer Work:

Date	Location	Town	Work Type

Service Installations:

Date	Location	Town

5 Maintenance as of June 30, 2020 all preventive maintenance scheduled have been completed with no backlog

Water – Corrective maintenance – 6, Preventative Maintenance – 21

Wastewater – Corrective Maintenance, – 11, Preventative Maintenance – 22

Monthly Total – Corrective – 17, Preventative – 43

6 Billing and Collections

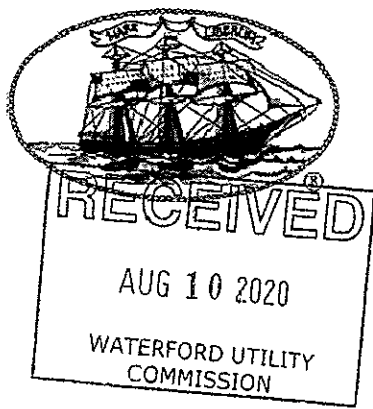
- i. 53 backflow devices were tested this month by Veolia personnel.
 - ii. 445 cross connection inspections were completed this month by Veolia
 - iii. 18 water meters were replaced during this month
- Total of 205 meter related service orders were completed

7 Number of employees

- a. Veolia currently employees 45 full time employees vs. our contract requirement of 43

Correspondence with Contract Administration

- June 2020 Construction Crew Calendar
- June 2020 Storm Water Crew Calendar
- Notice of payment for performance bond elimination
- Invoice for operational fee August 2020
- Invoice for Electrical reimbursement for August 2020
- Invoice for Underground Material June 2019



City of New London

Department of Public Utilities

15 Masonic Street • New London, CT 06320 • Phone (860) 447-5221

• Fax (860) 701-7693

Joseph M. Lanzafame, P.E., Director of Public Utilities

August 4, 2020

Mr. Peter Green, Chairman
Waterford Utility Commission
1000 Hartford Turnpike
Waterford, CT 06385

Dear Mr. Green,

Please be advised that Joe Lanzafame was notified earlier this week that Waterford's contractor for the new Municipal Complex was seen power washing the new facility on Hartford Turnpike that houses Public Works and Utility Commission Staff with the power washer connected to a hydrant with no backflow device and no meter.

As you know, this is an illegal activity and it upsets me that Waterford doesn't comply with their own rules but expect others to do so. This is a real concern and a reason why we hesitate to be partners with Waterford because this is not the first occasion that an infraction has occurred. If this continues, I will be forced to contact the Department of Health, which is a step I would like to avoid.

Please address this issue with your staff and contact me if you have questions. I would hope that we can resolve this issue amicably.

Sincerely,

Barry Weiner, Chairman
New London W&WPCA