

**WATERFORD UTILITY COMMISSION****REGULAR MEETING AGENDA – VIA ZOOM****DATE: Tuesday, April 20, 2021****PLACE: Municipal Complex – Via ZOOM Only****TIME: 6:00 pm****1000 Hartford Tpke., Waterford, CT**

Meeting ID: 860 3332 4419

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Meeting ID: 860 3332 4419

Find your local number: <https://us02web.zoom.us/j/86033324419>**1. Citizens Session –****2. Secretary's Report –** Approval of March 18, 2021 Special Meeting minutes.**3. Accounts Adjustments –** As per list**4. Expenditures –** Approval of Bill List**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. New Business -****8. Executive Session (if necessary) –** Pending claim by New London regarding termination of Tri-town agreement and requirement for Waterford to seek alternate treatment solution.

WATER – Veolia Report

9. Correspondence – As listed

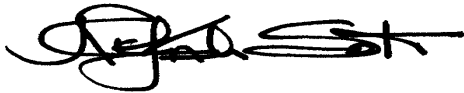
10. Plans Review –

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.

A handwritten signature in black ink, appearing to read 'Neftali Soto', with a stylized, elongated horizontal stroke at the end.

Neftali Soto, P.E. – Chief Engineer

WATERFORD UTILITY COMMISSION

SPECIAL MEETING MINUTES

2021 MAR 23 PM 4:06

DATE: March 18, 2021

PLACE: Zoom Meeting

PRESIDING: Acting Chairman Ken Kirkman

MEMBERS PRESENT: Steve Negri, Raymond Valentini and Rodney Pinkham

ALSO PRESENT: Staff: Neftali Soto-Chief Engineer, Jim Bartelli-Assistant Director, Attorney Nick Kepple and Bob Tuneski-Liaison for Board of Finance

Chairman Green called the meeting to order at 6:00 PM

CITIZEN SESSION

Ms.Thorman from 24 High Ridge Dr. was present to request an adjustment on the amount of consumption from the January bill. She does not agree with the high consumption she was charged for. There was a discussion and the decision was tabled until the April bill could be reviewed.

SECRETARY'S REPORT

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

VOTE The motion passed.

BILLING ADJUSTMENTS

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

EXPENDITURES

MOTION made by Mr. Negri to approve March 2021 bill list, Mr. Valentini seconded.

VOTE The motion passed unanimously.

OLD BUSINESS – REPORTS & UPDATES

- **FINANCIALS – WW FUND REVENUES/EXPENDITURES REPORT**
The financial were reviewed.
- **MUNICIPAL COMPLEX REHAB – STATUS UPDATE**
Mr. Kirkman gave a report. The garage is close to being finished. The overhead fans are being installed now. Waiting on quote from the Chief of Police for fire protections to the gas pumps.
- **COLLECTIONS-UPDATE**
Attorney Kepple reported that they have collected a higher amount than last year.
- **TRI TOWN AGREEMENT**
Mr. Soto gave a report. Technical staff has met and made good progress.

UNFINISHED BUSINESS

- **New London Response for Cyber Security**
The e-mail from New London was reviewed and discussed. The Commission asked Mr. Soto to follow up with a request of more information from New London.

NEW BUSINESS

- Acceptance of F.R. Mahony grinder pump bid

MOTION Made by Mr. Negri to accept the grinder pump bid from F.R. Mahoney for 10 units in the amount of \$26,610.00, Seconded by Mr. Valentini.

VOTE Passed

- Acceptance of EESC bid for Evergreen and Harvey Ave. Pump Station for HVAC work.

MOTION Made by Mr. Valentini to accept the bid from Electrical Energy Systems Corp for the amount of \$484,562.00 and for Wright-Pierce to provide construction phase engineering services for the HVAC upgrade for the amount of \$16,000.00, Seconded by Mr. Negri.

VOTE Passed

- U.S. Automation-Dock Road Pump Station-Bid Waiver

MOTION Made by Mr. Negri to waive the bid process for the upgrades to the Dock Rd Pump Station since U.S Automation is our on-call controls and SCADA integrator

already. Funding will be out of the Sewer Development & Maintenance Fund,
Seconded by Mr. Valentini.

VOTE Passed

- 92 Great Neck Road- Sewer Backup Claim and Request for Reimbursement. Lengthy discussion ensued.

MOTION Made by Mr. Negri to reimburse the resident at 92 Great Neck Road for
the expense of clearing a clog in our wastewater system that our insurance
provider denied, Seconded by Mr. Valentini

VOTE Two-Yes and One- Abstained
Motion Passed

- On-Call Contractors Extension-Deedy Constr., Prime Electric and Turrello

MOTION Made by Mr. Negri to extend the current contract with the same rates for
another two years, Seconded by Mr. Valentini.

VOTE Passed

- Affordable Housing flyer Permission to insert a 1/3 page with information for a survey to be completed by the Planning Director, Abby Piersall.

MOTION Made by Mr. Negri to grant permission to allow survey flyer to be inserted with
our April billing, Seconded by Mr. Valentini.

VOTE Passed

Executive Session

Not Needed

WATER-VEOLIA REPORT

Report was emailed to the commission. It was reviewed by the members.

CORRESPONDENCE

PLANS REVIEW

No plans to be reviewed

PERSONNEL

- The department is fully staffed right now with 8 field staff

OTHER

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:37 p.m.

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

VOTE The motion passed unanimously.

Respectfully submitted,

Amy L. Windle
Recording Secretary

Waterford Utility Commission

Transaction List

Sorted by Location No

From 03/16/2021 through 04/19/2021

Account No	Location No	Customer Name	Trans. Date	Trans. Type	Reason	Batch	Amount
06-0005528	0004500		04/16/2021		SEWER USE		-14.00
							-14.00
06-0006993	0078209		03/30/2021	Adjustment			
					SEWER USE		-52.50
					SEWER USE Redist		52.50
							0.00
					SEWER USE Miscellaneous		-22.00
							-22.00
06-0001865	0088800		04/01/2021	Adjustment	LATE REVER		
06-0004209	0140800		04/01/2021	Adjustment	LATE REVER		
					SEWER USE Interest		-13.83
							-13.83
06-0000303	0169500		04/01/2021	Adjustment	LATE REVER		
					SEWER USE Interest		-14.67
							-14.67
06-0005990-A	0202300		03/30/2021	Adjustment			
					SEWER USE		245.25
					PAYMENT PLAN		-286.24
					SEWER USE Interest		154.75
					PAYMENT PLAN Interest		-113.76
							0.00
06-0001008	0234500		04/01/2021	Adjustment	LATE REVER		
					SEWER USE Interest		-10.68
							-10.68
06-0005195	0256400		03/30/2021	Adjustment			
					SEWER USE		-1091.50
					SEWER USE Redist		1091.50
							0.00
06-0005195	0256400		03/30/2021	Adjustment			
					SEWER USE Interest		-26.73
							-26.73
06-0002282	0260700		04/01/2021	Adjustment	LATE REVER		
					SEWER USE Interest		-27.47
							-27.47
06-0006182	0335600		04/09/2021	Adjustment	ON TIME		
					SEWER USE Interest		-13.62
							-13.62
Account No	Location No		Trans. Date	Trans. Type	Reason	Batch	Amount
06-0003631	0461600		04/16/2021	Adjustment			
					SEWER USE		-147.04
					SEWER USE Interest		-5.14
							-152.18
06-0002194	0467600		04/15/2021	Adjustment	NL ADJUSTE		

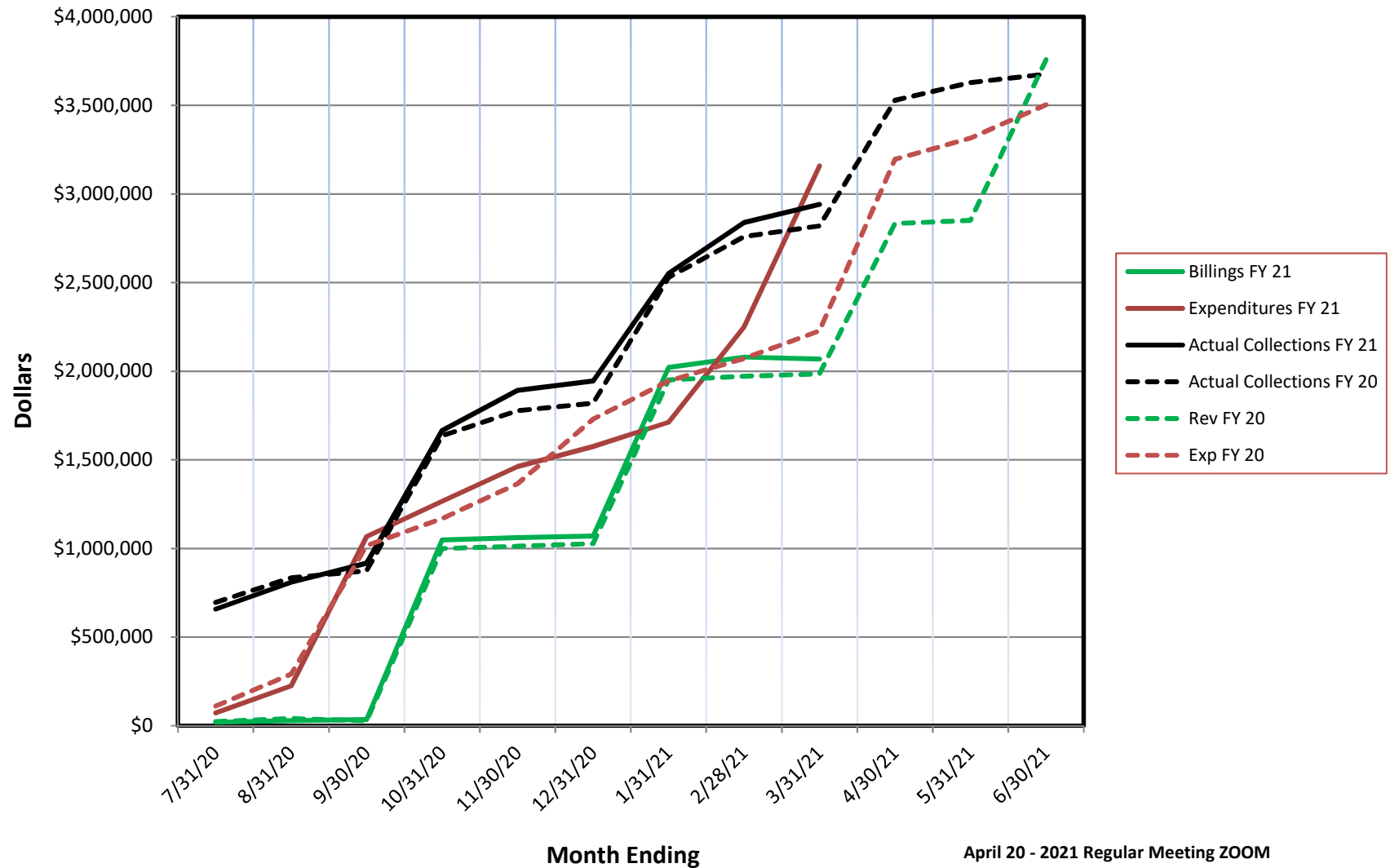
				SEWER USE	-206.92
				SEWER USE Interest	<u>-15.76</u>
					-222.68
06-0005897	0509900	04/01/2021	Adjustment	LATE REVER	
				SEWER USE Interest	<u>-10.44</u>
					-10.44
06-0004453	0529800	03/16/2021	Adjustment	ON TIME	
				SEWER USE Interest	<u>-137.39</u>
					-137.39
06-0006695	0546900	04/14/2021	Adjustment	ON TIME	
				SEWER USE Interest	<u>-21.74</u>
					-21.74
06-0002091	0619000	04/15/2021	Adjustment	NL ADJUST	
				SEWER USE	<u>-56.00</u>
					-56.00
06-0000383-A	0675100	03/30/2021	Adjustment		
				PAYMENT PLAN	-20.37
				SEWER USE Redist	<u>20.37</u>
					0.00
06-0006545	0691700	04/01/2021	Adjustment	LATE REVER	
				SEWER USE Interest	<u>-10.02</u>
					-10.02
06-0001962	0733200	04/06/2021	Adjustment		
				SEWER USE Interest	-8.10
				SEWER USE Miscellaneous	<u>-24.00</u>
					-32.10
06-0004043	0849800	04/01/2021	Adjustment	LATE REVER	
				SEWER USE Interest	<u>-13.17</u>
					-13.17
Grand Totals					
			Adjustment		
				SEWER USE	-1344.04
				PAYMENT PLAN	-306.61
				SEWER USE Interest	-326.32
				PAYMENT PLAN Interest	-113.76
				SEWER USE Miscellaneous	-46.00
				SEWER USE Redist	<u>1164.37</u>
					<u>-972.36</u>

4/20/2021				BILL LIST	4/30/2021			
Date	PAID DATE	Department #	ACCT #	INVOICE #	JOB	VENDOR	DESCRIPTION	AMOUNT
		33120	55821	S043960221.002		NorthEast Electrical	Richard Grove Genrator	\$ 120.40
		33120	55821	S043970237.001		NorthEast Electrical	Richard Grove Genrator	\$ 177.09
		33120	55821	S043903158.001		NorthEast Electrical	Richard Grove Genrator	\$ 335.04
		33120	55821	S043960221.001		NorthEast Electrical	Richard Grove Genrator	\$ 69.20
		33120	55821	S043882360.001		NorthEast Electrical	Richard Grove Genrator	\$ 60.59
		33120	55821	S130336481.001		Rexel	Richard Grove Genrator	\$ 22.32
		33120	55821			Home Depot	Richard Grove Genrator	\$ 251.98
		60131	52040	9978409275		Airgas	Monthly Rental cyclinders	\$ 56.79
		60131	52040	4102021		Atlantic Broadband	Cable for Maintenance Building	\$ 120.20
		60131	54170	118387		Cash True Value Home Center	Stroke Oil	\$ 44.97
		60131	54170	113727		Devine Hydraulics	Hose for Vactor Truck	\$ 295.43
		60131	52100			Eversource	Electric	\$ 28,449.04
		60131	52090			Eversource	Gas	\$ 54.25
		60131	53310		210157	Evoqua	Monthly Chemicals Deliveries	\$ 1,200.00
		60131	52080	4152021		Frontier	Fax Line	\$ 253.45
		60131	52080	4092021		Frontier	Pump Stations Telephone	\$ 155.65
		60131	54170	71138115		FW Webb	NRR PS Air grease buster line	\$ 30.88
		60131	54170	9848520434		Grainger	OSHA Tags	\$ 105.76
		60131	54170	141149	210250	Hayes Pump	Gauges for Colonial	\$ 238.63
		60131	54170	32821		Home Depot	Parts and Shop Supplies	\$ 1,203.73
		60131	52040	3400140		Infoshred	Quarterly Rental Fee	\$ 8.25
		60131	54170	S1215768.001		Jack Farrelly Company	Drain for Village PS	\$ 425.00
		60131	52040	M73130	210359	Mass Crane & Hoist Service	Inspections on cranes	\$ 1,827.00
		60131	54170	Q01246	Evergreen	Montville Hardware & Supply	Pump #2	\$ 59.05
		60131	54170	451661		NAPA	Oil & filter for Portable Generator	\$ 48.39
		60131	54170	451438		NAPA	Air Hoses for Plugs	\$ 55.20
		60131	54170	451629		NAPA	Oil Filter for Mago generator	\$ 25.83
		60131	54170	451440		NAPA	Air Hoses for Plugs	\$ 103.56
		60131	54170	450555		NAPA	Shop Supplies	\$ 44.40
		60131	54170	450944		NAPA	Trailer Parts	\$ 17.60
		60131	53070	450942		NAPA	Trailer Brakes	\$ 179.84
		60131	54170	451029		NAPA	Shop Supplies	\$ 12.03
		60131	54170	S043754000.001		NorthEast Electrical	Niantic River Wet Well	\$ 208.66
		60131	54170	S043998827.001		NorthEast Electrical	Ballst for Pump Stations Light Fixtures	\$ 172.67
		60131	53070	18721		Northeast Truck and Offroad	T4 Toolbox	\$ 1,498.00
		60131	53070	19214		Northeast Truck and Offroad	T4 Bedliner	\$ 350.00
		60131	54170	156337		Overhead Door of Norwich	Door #5	\$ 793.40
		60131	54170	35044	210397	Prime Electrical	Manhole Repairs	\$ 3,200.00
		60131	52040	35025	210397	Prime Electrical	Manhole Repairs	\$ 3,600.00
		60131	54170	55462		Superior Industrial Products	Shop Supplies	\$ 856.30

		60131	54170	55447		Superior Products	Shop Supplies	\$ 722.75
		60131	54170	1082		Town of Waterford	Traffic Control Rte 1 and Reynolds Lane	\$ 415.70
		60131	52050			Eric Williams	Reimbursement for Electrical Training	\$ 85.00
							TOTAL	\$ 47,954.03
ALREADY PAID								
3/22/2021	4/1/2021	60131	52040	31021		Atlantic Broadband	Cable for Rear Building	\$ 119.36
		60131	52080	31521		Frontier Communications	Fax Line	\$ 265.21
3/24/2021	4/1/2021	60131	52080	9875613112		Verizon	Cell Phones	\$ 883.56
		60131	52030	3162021		Hartford HealthCare	2 Employees Physical and Hep B Shots	\$ 359.00
3/30/2021	4/16/2021	60131	53070	617084		Columbia	T1 Pigmat	\$ 50.00
		60131	53070	617948		Columbia	T2	\$ 12.91
		60131	54170	70853489		FW Webb	Niantic River PS Upgrade	\$ 46.32
		60131	54170	70886675		FW Webb	Pipe Fitting for Shop	\$ 37.72
		60131	54170	S043761993.001		NorthEast Electrical	Niantic River PS Ball Floats	\$ 17.31
		60131	52040	8022650		TIAA Bank	Plotter Lease	\$ 205.00
3/31/2021	4/16/2021	60131	52008	3292021		Suisman Shapiro	Collection Fees	\$ 4,791.45
		60131	54170	118126		Cash True Value Home Center	Small Generator Parts	\$ 14.98
4/5/2021	4/16/2021	60131	54170	141129	210250	Hayes Pump		\$ 72.57
4/7/2021	4/16/2021	60131	52040			Steven Olmstead	Reimburse for Jay's Rooter Service	\$ 325.00
							TOTAL	\$ 7,200.39
							GRAND TOTAL	\$ 55,154.42

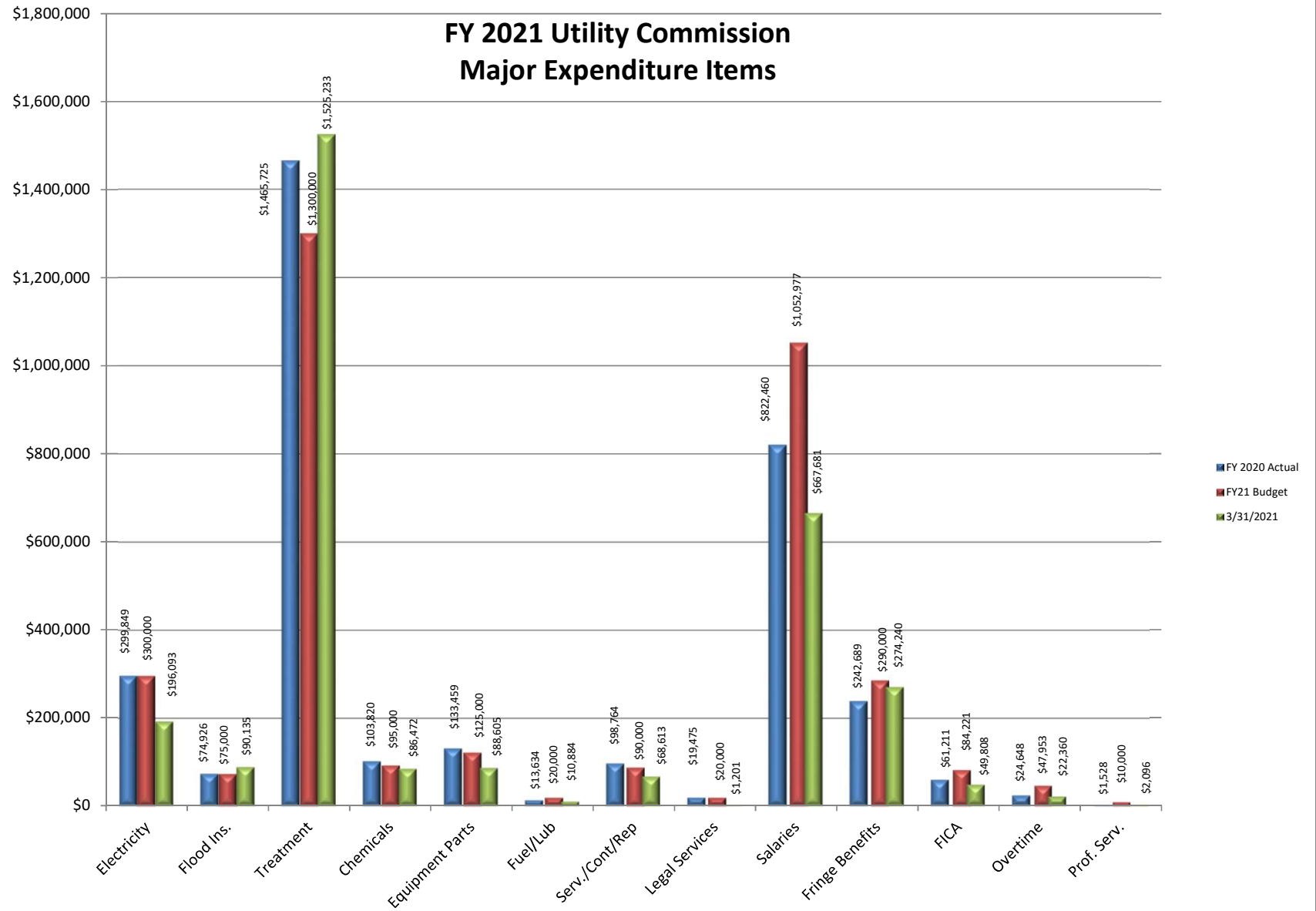
Wastewater Enterprise Fund FY 2021 - Performance Progress - Cumulative						
Month Ending	Billings FY 21	Expenditures FY 21	Actual Collections FY 21	Actual Collections FY 20	Rev FY 20	Exp FY 20
7/31/20	\$19,414	\$72,336	\$658,113	\$695,689	\$23,981	\$110,914
8/31/20	\$29,282	\$224,471	\$810,222	\$834,268	\$40,299	\$291,616
9/30/20	\$35,505	\$1,067,669	\$916,875	\$874,785	\$27,971	\$1,015,091
10/31/20	\$1,047,611	\$1,265,660	\$1,665,442	\$1,636,562	\$999,673	\$1,168,315
11/30/20	\$1,061,469	\$1,461,451	\$1,891,978	\$1,777,971	\$1,013,082	\$1,365,066
12/31/20	\$1,070,039	\$1,574,768	\$1,945,328	\$1,819,750	\$1,027,038	\$1,730,566
1/31/21	\$2,021,715	\$1,713,113	\$2,552,576	\$2,530,327	\$1,950,795	\$1,945,572
2/28/21	\$2,079,904	\$2,249,337	\$2,839,543	\$2,760,028	\$1,972,295	\$2,072,289
3/31/21	\$2,068,272	\$3,158,114	\$2,941,676	\$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
April 20 -2021 Regular Meeting ZOOM						

Progressive Performance of Wastewater Enterprise Budget FY 2021

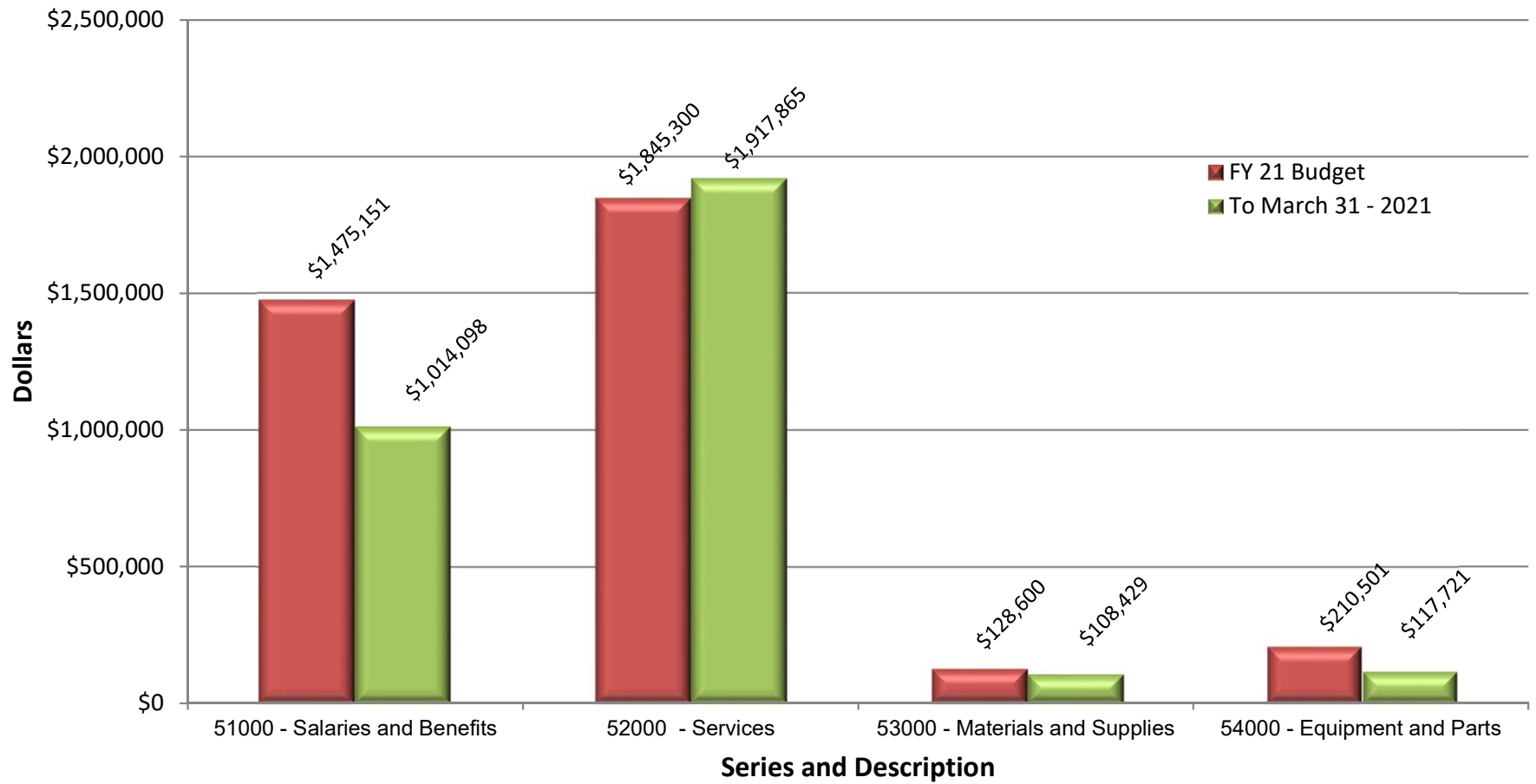


April 20 - 2021 Regular Meeting ZOOM

FY 2021 Utility Commission Major Expenditure Items



Expenditures by Series FY21



Sewer Use Collections Status as of April 13, 2021

972 Files referred for collections with a current total of \$603,197.35

To Date:

- 845 Paid/Closed
- 45 Payment Plans – \$167,889.29
- 13 Town Real Estate Tax Foreclosures - \$91,452.97
- 17 Other entity foreclosures/bankruptcy/military - \$66,690.91

Activities over next 60-90 Days:

- 33 Filed or Filing lawsuits for non-payment - \$133,976.20
- 14 Town Sewer Use Foreclosures - \$120,901.32
- 5 Miscellaneous follow-up, on hold, bank owned, new referrals - \$22,286.66

Delinquent Sewer Use Collections Summary through April 13, 2021:

Fiscal Total Use Collections from July 1, 2011 to April 13, 2021	\$ 2,202,394.38
Fiscal Year Use Collections YTD	\$ 181,417.59
Fiscal Year Attorney Fees and Costs Expended*	\$ 43,723.14
Fiscal Year Attorney Fees and Costs Recovered	\$ 41,075.58

* Does not include March 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 APRIL 13, 2021)

UTILITY COMMISSION FILES TOTAL:	\$ 181,417.59
TAX COLLECTOR FILES TOTAL:	\$ 437,829.97
UTILITY COMMISSION LEGAL REIMBURSEMENT	\$ 41,075.58
TAX & WUC LEGAL REIMBURSEMENT:	<u>\$ 30,112.34</u>
TOTAL	\$ 690,435.48

GRAND TOTAL COLLECTED SINCE APPOINTMENT

AS TOWN ATTORNEY: \$11,619,340.68

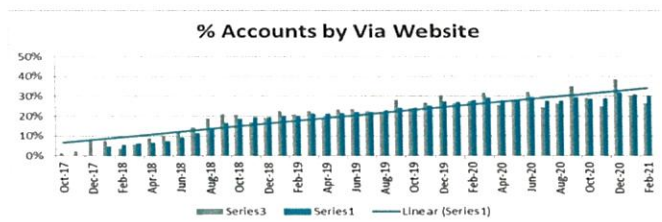
Monthly Operating Report New London, Ct. February 2021

The report covers the period from February 1, 2021 to February 28, 2021

1. New Business

- a. Operations – All Water and wastewater operations were within permit compliance throughout this monitoring period.
- b. WWTF Operations- 2020 Total Nitrogen Balance Sheet came in and New London WWTF finished the year well under permit. Coming in at 270 lbs. with a limit of 386 lbs.
- c. Due to weather conditions this month 0 catch basins cleaned during this month leaving 698 cleaned since January 1, 2020. In total, the New London Storm Water system contains around 1,700 catch basins. For 2020, approximately 41% of the City's catch basins were cleaned.
- d. The road crew has been called out 14 times for main and service breaks.
- e. The Capital Crew has spent most of the month clearing easements and renovating the access roads to and from our access points. Work will resume on Barnes Reservoir road in the upcoming weeks after the Bates Woods main running through the softball field is reconnected and put into service for the upcoming Spring activities.
- f. As COVID cases surge throughout New London, only 3 employees have tested positive to date. All have returned to work with no ill effects.

Monthly summary for accounts in legal decreased this month by almost \$87,177.13 lowering the amount to \$876,931.69. The amount of customers paying on-line decreased to 27% this month.



2. Water

- i. Lake Konomoc is at 74% of capacity at months end. The entire reservoir system is at 82% at months end.
- ii. Finished water flows for the month averaged 5.12 MGD
- iii. All analysis and sampling are in full compliance with Drinking Water Standards
- iv. As of the end of the month the reservoir system has 378 days of supply available

3. Wastewater

- v. Monthly Flow Averaged 6.84 MGD
- vi. TSS Average – 6.0 mg/L – 96 % removal
- vii. BOD Average – 5.0 mg/L - 97 % removal

viii. Total Nitrogen 431.1 lbs./day - 80 % removal

4. **New London Utilities Road Crew Work February 2021**

New London

Hydrant Maintenance	0
Hydrant Flushing	0
Pipe Repair	7
Valve Maintenance	0

Waterford

Hydrant Maintenance	0
Hydrant Flushing	0
Pipe Repair	7
Valve Maintenance	0

Leaks and Main Breaks

DATE	Location	Town	TYPE
2/1/2021	14 Marshall Place	NL	Main
2/1/2021	581 Pequot Avenue (In front of Bacon & Hinkley Home)	NL	Hydrant
2/9/2021	36 Gardner Avenue	NL	Service
2/8/2021	1 Mayfair Drive	WF	Hydrant
2/12/2021	19 Penny lane	NL	Service
2/13/2021	13 Nichols Lane	WF	Main
2/16/2021	9 Beverly Road	WF	Service
2/16/2021	15 Lee Road	WF	Main
2/17/2021	11 Miss Vans Court	WF	Service
2/20/2021	Howard Street	NL	Hydrant
2/23/2021	32 Old Colchester Road	WF	Service
2/25/2021	23-25 Ridgeview Circle	NL	Main
2/25/2021	Highway Pt and Rope Ferry Road	NL	Service
2/28/2021	55 Miner Avenue	WF	Service

Deliverables:

CCTV	13,820.27'
Pipe Cleaning	27,403.98'
Valve Turning	272
Hydrant Flushing	0
Manhole Inspections	570

Sewer Work:

Date	Location	Town	Work Type
2/10/2021	119 Cove View	NL	Jet rod back up
2/19/2021	70 Farmington Avenue	NL	Jet rod back up

5. Maintenance as of February 28, 2021 all preventive maintenance scheduled have been completed with no backlog

Water – Corrective maintenance –6, Preventative Maintenance – 19

Wastewater – Corrective Maintenance, – 8, Preventative Maintenance – 17

Monthly Total – Corrective – 14, Preventative – 36

6. Billing and Collections

- i. 34 backflow devices were tested this month by Veolia personnel.
- ii. 50 cross connection inspections were completed this month by Veolia
- iii. 11 water meters were replaced during this month
- iv. Total of 151 meter related service orders were completed

7. Number of employees

- a. Veolia currently employees 44 full time employees vs. our contract requirement of 43

Correspondence with Contract Administration

- February 2021 Construction Crew Calendar
- February 2021 Storm Water Crew Calendar
- Notice of payment for performance bond elimination
- Invoice for Operational fee April 2021
- Invoice for Electrical reimbursement for April 2021
- Invoice for Underground Material February 2021
- 2020 Nitrogen Balance Sheet From CT DEEP