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12:40 pm
J. Z. Allen TC

**WATER POLLUTION CONTROL AUTHORITY
TOWN OF SOUTH WINDSOR**

**REGULAR MEETING
VIRTUAL MEETING
SOUTH WINDSOR TOWN HALL**

DRAFT MINUTES

**TUESDAY, OCTOBER 6, 2020
7:00 P.M.**

Chairman Thomas Ruby called the Regular Meeting/Virtual Meeting to order at 7:02 p.m. and explained that the public is welcome to email comments to Wpcacommments@southwindsor-ct.gov or to call in through WEBEX at 855-925-2801; meeting code 9846.

A. Roll Call

Members Present: Carol Fletterick, Erik Dabrowski, Toby Lewis, Thomas Ruby, and Stephen Wagner

Members Absent: Steven King, Jr., and Ashwatha Narayana

Alternates Present: Shawn Jacobaccio and Vicki Paliulis (7:03 p.m.)

Alternates Absent:

Staff Present: Tony Manfre, Superintendent of Pollution Control
Michael Lehmann, IT Technician/Webmaster

Others: Daniel Jameson, Project Manager from Design Professionals, Inc.

B. Acceptance of Minutes of Previous Meetings

1. September 1, 2020 Regular Meeting

Motion was made to approve the minutes of the September 1, 2020 Regular Meeting.

Motion was made by Mr. Toby Lewis and seconded by Ms. Carol Fletterick. Mr. Erik Dabrowski abstained. The motion passed.

C. New Business

1. 240 Ellington Road (Approval to Connect)

Mr. Tony Manfre, Superintendent of Pollution Control explained that the Town recently completed installation of a new force main to serve the I-291 Corridor and Mr. Daniel Jameson, Project Manager for Design Professionals, Inc. was in attendance this evening seeking approval to connect to it. Included with the Agenda packet was a narrative report for this project (see Exhibit A). This is a proposed development of 182,000 square foot distribution facility. Conceptual approval for this sewer connection was granted by the WPCA on December 3, 2019, said Mr. Jameson and now that the force main is installed, he was seeking final approval to connect a proposed private force main to the public force

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main in Ellington Road. Water will not be used for any industrial process, therefore, there will be no discharge of wastewater from industrial processes.

Mr. Stephen Wagner asked what protections are in place against any sewer backups since there's multiple pumps tied into the force main. Mr. Jameson responded that the proposed pump was selected in order to overcome the total friction force that it would sustain getting all the way to the discharge manhole. The pump due to its location, will have the biggest force of head to overcome, therefore, the expectation is with the back flow preventers that have been installed at each of the force main service line. Mr. Wagner asked if they are going to have check valves. Yes, responded Mr. Danielson; they'll have check valves and back flow preventers. Mr. Manfre explained that typically these types of pump stations have check valves to prevent back flow going into the pump station.

Ms. Vicki Paliulis asked how big the facility is and what's operated in the facility. Mr. Jameson responded that the facility is 182,000 sf and it is a proposed distribution facility only for storage, logistics, and transportation. How many employees will be in the building, asked Ms. Paliulis. Mr. Jameson responded that the sewer flow was designed based on the industrial flow which is 0.1 gallons per thousand square ft. Ms. Paliulis asked if this sector is considered industrial; she also asked Mr. Jameson for the Standard Industrial Classification (SIC) code of this facility as she'll like to know if there's any specific water regulations that they have to abide by. Mr. Jameson responded that they've met all of the storm water regulations and received Planning and Zoning approval.

Mr. Vicki Paliulis asked if they applied for storm water or are they considering this site as industrial sector. Mr. Jameson responded that he'll have to look it up, however, they did receive approval from the State of Connecticut Department of Energy and Environmental Protection (DEEP) for the storm water construction process. This building will not be manufacturing anything that has waste, said Mr. Jameson. Ms. Paliulis requested to have the SIC code. She explained that she'd like to do due diligence as there are proposed catch basins in certain areas.

Is there any outdoor storage proposed, asked Ms. Paliulis. Yes, there's potential future outdoor storage on the north side of the site for trucks, said Mr. Jameson.

Mr. Erik Dabrowski asked how storm water relates to the WPCA approval to connect to the town's sanitary sewer system. Ms. Paliulis responded that the Authority can approve the connection, however, she just want to make sure that the applicant is not contaminating the Town's discharge water. She also explained that if they are supposed to have a storm water general permit under those requirements, there are certain things they would need to do to assure that the discharge through those catch basins does not contaminate the receiving waters. Mr. Jameson added that he will provide the SIC code and for the record he explained that they've received the approvals from DEEP and fulfilled all the requirements to show that they would not be discharging contaminated water. They did not need to apply for the industrial storm water construction permit only for the standard general construction permit, said Mr. Jameson.

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Mr. Shawn Jacobaccio referred to the narrative report (exhibit A) whereby the language is that the new force main is to be installed by the Town of South Windsor. He asked who paid for the public force main, the WPCA or Town. Mr. Manfre responded that this was a project that was paid for with STEAP grant funds.

There was no further questions or comments from the members of the Authority. Mr. Manfre asked for a copy of a monitoring easement to the private pump station allowing the Town access to the private property for sewer monitoring purposes. Also, Mr. Manfre asked Mr. Jameson if there's going to be a generator on site. Mr. Danielson responded that each pump station will have a backup generator. Therefore, Mr. Manfre asked for the installation of an automatic or manual transfer switch for an external connection of a generator. He also asked for the pump station cut sheets.

Motion to approve the connection of 240 Ellington Road subject to the following conditions:

1. Technical approval of the Engineering Dept.;
2. The sewer line is installed in substantial conformance with the design plans;
3. Copy of a monitoring easement to the private pump station allowing the Town access to the private property for sewer monitoring purposes, the easement must be reviewed and approved by the Town;
4. The installation of an automatic or manual transfer switch for an external connection of a generator;
5. Provide pump station cut sheets;
6. Payment of the following charges will be due at the time of connection, the rates for which will be in effect until June 30, 2021:
 - a. Connection Charge in the amount of \$53,827.80 for 13.4 buildable acres;
 - b. Capacity Charge in the amount in an amount to be determined by the size and quantity of domestic water meters;
 - c. Benefit Assessment in the amount of \$8,400.00.
7. Submit copy of the Standard Industrial Classification (SIC) code to the Pollution Control Department for review.

The motion was made by Mr. Stephen Wagner and seconded by Erik Dabrowski. The motion carried unanimously.

D. Communications and Reports

1. Superintendent Report

Included with the Agenda was a report from Mr. Tony Manfre, Superintendent of Pollution Control (see Exhibit B). Mr. Tony Manfre briefly discussed each item on his report.

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In reference to the Enel X Demand Response Program, Mr. Wagner expressed that the focus seems to be more on occasions when Eversource needs the plant to shut power but not on occasions when the plant has a higher demand. He explained that in the past they were able to know when the demand was going to be higher for the plant. Part of the electric bill is on the peak demand and the goal is to reduce the peak demand which affects the electric bill throughout the year. Mr. Manfre said that he's not familiar with the program that was previously in place, however, in the current program Eversource will call the plant when they are anticipating peak demand and ask to shut the power and transfer over to generator power and in return will pay the Town. Mr. Wagner explained that perhaps the program is no longer available, however, he thinks there's more cost saving with the previous program. He'll like to know if that program remains available.

E. Public Participation (Items not on the agenda)

Chairman Ruby asked if there were any comments from the public via email or through WEBEX. There were no comments.

F. Bills, Change Orders, Disbursements

None

G. Unfinished Business

None

H. Executive Session

None

I. Adjournment

Motion was made to adjourn the meeting at 7: 31 p.m.

The motion was made by Mr. Toby Lewis and seconded by Mr. Erik Dabrowski.
The motion carried unanimously.

Respectfully submitted,

Ether Diaz, Recording Secretary



Exhibit A

P.O. BOX 1167
21 JEFFREY DRIVE
SOUTH WINDSOR, CT 06074
PHONE: 860.291.8755
FAX: 860.291.8757
www.designprofessionalsinc.com

CIVIL & TRAFFIC ENGINEERS / LAND SURVEYORS / PLANNERS / LANDSCAPE ARCHITECTS
Serving Connecticut, Massachusetts, & Rhode Island

August 3, 2020

Mr. Anthony Manfre, Superintendent of Pollution Control
Town of South Windsor
1540 Sullivan Avenue
South Windsor, CT 06074

Re: WPCA Application for New Commercial Sewer Connection
240 Ellington Road Distribution Center
240 Ellington Road and R008A John Fitch Boulevard
South Windsor, CT

Dear Mr. Manfre,

This correspondence is intended to accompany an application for the final approval of a new sewer connection at 240 Ellington Road in South Windsor. Design Professionals, Inc. has been engaged to do an engineered site plan for the proposed development of this new 182,000 square foot distribution facility. The site is located on two properties: 240 Ellington Road and R008A John Fitch Boulevard, South Windsor. Conceptual approval for this sewer connection was received at the WPCA meeting of December 3, 2019.

The sanitary flows from the Distribution Center are expected to be 18,200 gallons per day. These flow calculations are based on the commercial use and building area. Water will not be used for any industrial process, thus there will be no discharge of wastewater from industrial processes.

Due to the site's location and topography, a gravity sanitary sewer service connection is unattainable. To satisfy building sanitary sewer service requirements, a proposed force main connection to the sewer forcemain system in Ellington Road is proposed. The proposed 288± linear feet of PVC force main will convey pumped effluent a new force main located to the south east of the property within the southern side of the Ellington Road right-of-way, to be installed by the Town of South Windsor.

The sites pump station will be located at the south-eastern portion of the property, to east of the main access driveway and to the north of the proposed detention basin. This location reduces the length of PVC force main needed to connect to the force main extension in Ellington Road. Secondly, this would also reduce the depth and size of the pump station which will reduce construction costs.

This private pump station will not accommodate connections for further properties. This configuration would be designed only to serve the property owners' immediate interests. Preliminary review of the area indicates that an invert of 54.60 at this proposed pump location would be sufficient to accommodate this property. The final invert and force main size would be determined after final discussions with your department.

Thank you for taking the time to review this application, and please do not hesitate to contact us with any questions or comments.

DESIGN PROFESSIONALS, INC.


Daniel H. Jameson, P.E.
Project Manager

WPCA COMMUNICATIONS AND REPORTS

October 6, 2020

The following is a monthly report from the Superintendent of Pollution Control as an appendix to the Water Pollution Control Authority meeting.

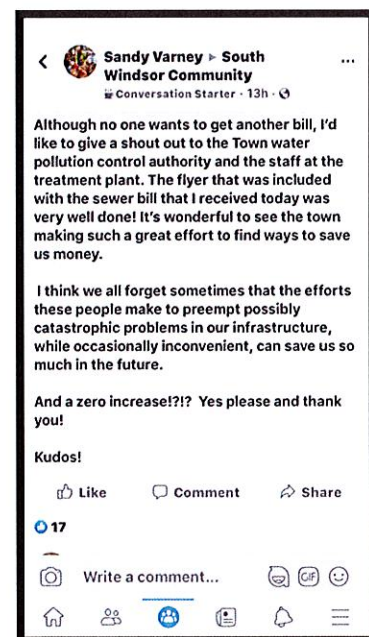
General Information

Enel X Demand Response Program

The Enel X Demand Response Program gives facilities such as our treatment plant the ability to shed commercial power during non-emergency events when there is a high demand on the grid, and instead run on generator power for a period of time. The benefit to Eversource is continuous uninterrupted power for the vast majority of its customers. The benefit to our Water Pollution Control Facility is \$20,000 per year for the next three years. The maximum number of hours Eversource can request that we shed power is 25 hours per year. Even when considering the cost of labor and diesel fuel to make this happen we determined that the money gained will far outweigh our costs. The other advantage to our facility is that we will get advanced notice if a brown out is anticipated, giving us the opportunity to move over to generator power during regular working hours. This has the potential to save us a good deal of money on expensive call outs. With Air Quality Permitting finally complete with Connecticut DEEP we are ready to move forward with this program in 2021. Enel X has been excellent to work with, and they have assured us that it is highly likely we will be able to extend this agreement after the 3 year term is up.

Residential Sewer User Billing List

The draft residential billing list is being prepared by Quality Data Services for review. Residential bills were mailed out September 18th with an October 1st due date. The brochures that were sent with the bills were well received.



Treatment Plant and Collection Systems

Treatment Plant

Process

TREATMENT PLANT	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	AVERAGE
AVG FLOW (MGD)	2.03	2.11	2.21	2.93	2.84	2.82	2.74	2.93	2.70	2.19	2.10	2.04	2.47
BOD REMOVAL	99.0%	98.0%	99.0%	98.0%	99.0%	99.0%	99.0%	97.0%	98.0%	99.0%	98.8%	99.1%	98.6%
TSS REMOVAL	98.0%	98.0%	99.0%	99.0%	99.0%	99.0%	99.0%	98.0%	98.0%	99.0%	98.9%	99.0%	98.7%
NITROGEN LBS. (106 LBS. LIMIT)	88	81	86	103	104	87	96	126	108	82	95	84	95

- Completed a DEEP Desk Audit (Virtual Inspection) per our NPDES permit

Maintenance

- Cleaned, inspected, and repaired electrical cabinets and breakers in all 10 motor control centers. Rodent infestations were found in 10 cabinets, 2 of which had led to electronics failures. This work took a week for two electrically qualified employees to complete safely and has mitigated future risk of fire and equipment damage.
- Replacement of a failed Biofilter Leachate submersible pump.
- Cleaning and inspection of Sludge Storage Tank 3 in preparation for to repair and coat the concrete floor.
- All Clarifier and Gravity Thickener drives have been changed over to cold weather oil.
- A faulty odor control fan motor was repaired.

Collection System

- Performed a successful bypass exercise at Clark St Pump Station that gave us valuable insight into the effectiveness of our Godwin portable pump. Clark Street conveys 40-45% of the town's wastewater and can see flows as high as 2 million gallons a day during wet weather events.
- Replaced failing submersible pump at Avery St Pump station with a rebuilt pump.
- Removed grease mats at Rye St. and Benedict Drive pump stations.

Capital Improvement Projects Update

Quality Based Selection for Engineering Services – Pump Station Upgrades

- The draft scope and fees for the project design have been submitted to DEEP for review and approval
 - There is a 90 day minimum review period
 - Draft agreement was submitted to DEEP June 23, 2020

Next Steps:

- *Execute agreement upon DEEP approval*
- *Project design phase (est. 32 weeks)*
- *Submit design to DEEP for review and approval (min. 90 day review)*

Chapel Road Phase 2

- Project bid opening is September 17, 2020 with a November construction date
- Project budget \$1,690,000
- Received the following bids:
 - Insituform \$ 747,205.00
 - Green Mountain Pipeline \$ 896,896.00
 - North American Pipeline \$1,397,872.00
 - National Water Main \$1,529,000.00
 - Granite Inliner \$1,554,525.10
- Project will be awarded to Insituform the first week of October
- Expecting to complete the work by the end of December

Ellington Road Sewer Extension Design

- Sunset Construction was on-site September 8th.
- Substantial completion is expected by the end of the first week of October.

Collection of Sewer User Fees and Delinquent Accounts

Collector of Revenue Report

- Residential sewer user bills were sent September 18th
- ACH fee's will be waived September 25th – November 2nd

TaxServ Collection Report

Please see attached report.

Respectfully submitted by: Tony Manfre, Superintendent of Pollution Control



TAXSERV CAPITAL SERVICES, LLC
 MUNICIPAL TAX SERVICES
 21 Oak Street, Suite 301
 Hartford, CT 06106
 TELEPHONE (860) 724-9100 ♦ FACSIMILE (860) 727-1080
 E-MAIL: taxserv@taxserv.com

Monthly Collections Report for August 2020

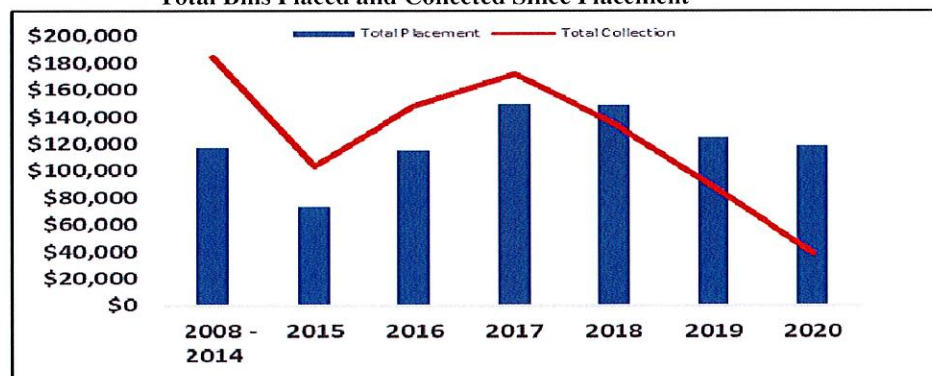
The following is the collection report for August 2020 for TaxServ Capital Services, LLC ("TaxServ") placed accounts. Should you have any questions, please contact Maria Thomas at (561) 799-9626 Ext 303, mthomas@taxserv.com

Collected by	Principal	Interest	Costs of Collection	Net Tax Collected	Collection Fee	Total Collected
South Windsor	\$3,813.27	\$524.98	\$168.37	\$4,506.62	\$516.16	\$5,022.78
TaxServ	\$272.48	\$14.49	\$0.00	\$286.97	\$43.03	\$330.00
Grand Total	\$4,085.75	\$539.47	\$168.37	\$4,793.59	\$559.19	\$5,352.78

Total Bills Placed and Collected

GL Year	Initial Principal Balance	Placement Date	Principal Collection Total	Coll Rate	Current Principal Due	Total Collection Total (Prin, Int, Costs)	Current Balance Due (Prin, Int, Costs)
2008 - 2014	\$117,495.88	May-17	\$89,855.96	76.48%	\$22,012.41	\$184,046.22	\$49,970.89
2015	\$72,955.78	May-17	\$62,282.15	85.37%	\$11,644.74	\$103,637.35	\$34,589.31
2016	\$114,760.65	May-17	\$98,991.10	86.26%	\$15,505.37	\$148,422.21	\$78,401.79
2017	\$149,664.43	May-17	\$128,784.32	86.05%	\$20,440.34	\$172,051.73	\$27,501.23
2018	\$148,629.66	Feb-18	\$106,045.65	71.35%	\$42,617.82	\$135,103.28	\$76,600.94
2019	\$124,074.28	Apr-19	\$68,766.40	55.42%	\$56,944.44	\$87,889.96	\$103,067.20
2020	\$117,923.11	Apr-20	\$34,046.90	28.87%	\$89,246.08	\$38,450.49	\$33,599.39
Total	\$845,503.79		\$588,772.48	69.64%	\$258,411.20	\$869,601.24	\$403,730.75

Total Bills Placed and Collected Since Placement



Summary of total number of attempts to collect for both Outstanding and Redeemed Accounts.
 Please see Schedule B for complete detail.

Description	August 2020 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	7	1950	8
Redeemed	2	2016	5
Grand Total	9	3966	6