

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

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

**DRAFT MINUTES**

**TUESDAY, SEPTEMBER 1, 2020  
7:00 P.M.**

---

Chairman Thomas Ruby called the Regular Meeting/Virtual Meeting to order at 7:00 p.m. and explained that the public is welcome to email comments to [Wpcacommments@southwindsor-ct.gov](mailto:Wpcacommments@southwindsor-ct.gov) or to call in through WEBEX at 855-925-2801.

**A. Roll Call**

**Members Present:** Carol Fletterick (7:13 p.m.), Steven King, Jr., Thomas Ruby, and Stephen Wagner

**Members Absent:** Erik Dabrowski, Toby Lewis, Ashwatha Narayana

**Alternates Present:** Shawn Jacobaccio

**Alternates Absent:** Vicki Paliulis

**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. June 2, 2020 Regular Meeting

Motion was made to approve the minutes of the June 2, 2020 Regular Meeting.

Motion was made by Mr. Stephen Wagner and seconded by Mr. Steven King, Jr.  
The motion carried unanimously.

**C. New Business**

1. 220-270 Gateway Blvd. (Approval to Connect)

Daniel Jameson, Project Manager from Design Professionals, Inc. presented the application on behalf of Buckland East, LLC. He explained that this is a proposed 89,280±sf of retail and medical office buildings to be located at 220, 245, 265 and 270 Gateway Boulevard in South Windsor, CT. Mr. Jameson was seeking approval to connect to an existing sanitary manhole that was installed for the adjacent grocery store and bank developments. The retail buildings were considered as restaurants to account for the largest potential use; therefore, as part of this project two grease traps are proposed from

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

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

**DRAFT MINUTES    TUESDAY, SEPTEMBER 1, 2020  
7:00 P.M.  
Page 2**

---

the two end units to provide separation of oils and grease before entering the sanitary system. Included with the Agenda packet was a narrative report for this project (see Exhibit A). There were no further questions.

Motion to approve the connection of 220-270 Gateway Blvd 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. A manhole monitoring easement is granted in favor of the Town of South Windsor covering the entire property;
4. 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 an amount to be determined by the size and quantity of domestic water meters;
  - c. Benefit Assessment in the amount of \$8,400.00.

The motion was made by Mr. Stephen Wagner and seconded by Mr. Steven King, Jr. Ms. Carol Fletterick joined the meeting by phone at 7:13 pm, therefore, she abstained to the motion as she was not in attendance at the time that the application was presented. The motion carried.

2. 395 Buckland Road (Future address will be 176 Deming St.) (Approval to Connect)

Mr. Daniel Jameson, Project Manager from Design Professionals, Inc. presented the application on behalf of Windsor Federal Savings. This is a proposed 2,682±sf financial institution to be located at 395 Buckland Road (176 Deming Street) in South Windsor, CT. A very low sanitary flow is expected at this location. Mr. Jameson was seeking approval to connect to an existing manhole located in Buckland Road to serve this property. Included with the Agenda packet was a narrative report for this project (see Exhibit B).

Mr. Tony Manfre, Superintendent of Pollution Control asked Mr. Jameson to explain why they want to tie in to the existing manhole but not use the existing sanitary lateral. Mr. Jameson responded that the factor is the location of the existing service lateral and due to elevations; using the existing lateral would require the use of a pump which would require a lot of work. It would be feasible to tie into the existing manhole which could be used for sampling in the future if need be. Is it a proposed gravity fed versus having to build a pump station for the project, asked Mr. Manfre. Exactly, responded Mr. Jameson and explained that this service allows the flow to be gravity feed versus being pumped to the existing lateral.

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

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

**DRAFT MINUTES    TUESDAY, SEPTEMBER 1, 2020  
7:00 P.M.  
Page 3**

---

Mr. Stephen Wagner asked Mr. Tony Manfre if he's satisfied with the way that the connection is designed. Yes, considering the circumstances this is probably the best course of action versus building and maintaining a pump station, responded Mr. Manfre.

Chairman Thomas Ruby asked which pump station the flow would run to, Ellington Road pump station or Clark Street pump station. Mr. Manfre explained that it ties in to a cross country line on Deming Street and goes to the Clark Street pump station. Chairman Ruby also asked if the station is capable of handling additional flow. Yes, responded Mr. Manfre. There were no further questions.

Motion to approve the connection of 395 Buckland 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. A manhole monitoring easement is granted in favor of the Town of South Windsor covering the entire property;
4. 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 \$4,499.04 for 1.12 buildable acres;
  - b. Capacity Charge in an amount to be determined by the size and quantity of domestic water meters;
  - c. Benefit Assessment in the amount of \$12,600.00.

The motion was made by Mr. Stephen Wagner and seconded by Mr. Shawn Jacobaccio. The motion carried unanimously.

3. Brochure Insert

Included with the Agenda packet was a copy of the brochure to be included with the residential sewer billing (see Exhibit C). Mr. Manfre explained that there's one minor error on the 2<sup>nd</sup> page which he'll edit prior to sending it out. This informational pamphlet is included with the billing to inform the users where the money is going and the different projects that the Water Pollution Control Department is working on, said Mr. Manfre.

Mr. Wagner made a minor comment on the rates comparison table; he recommended changing the font contrast. There were no further questions or comments on this matter.

Motion to approve the presented revised brochure to be included with the residential billing.

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

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

**DRAFT MINUTES    TUESDAY, SEPTEMBER 1, 2020  
7:00 P.M.  
Page 4**

---

The motion was made by Mr. Stephen Wagner and seconded by Mr. Shawn Jacobaccio. The motion carried unanimously.

4. Sewer Pipe Inspection Services

Mr. Tony Manfre explained that in this year's budget the WPCA approved \$100,000 for CCTV Inspection Services. The goal is to inspect the entire system in the next five years in an effort to find any issues similar to the partial sewer pipe collapse that was found in Griffin Road. Mr. Manfre explained that he put together a strategic outline of different areas to be inspected and assess any issues to budget accordingly. The Town solicited Request for Proposal (RFP) for this project and six proposals were submitted. The proposals were over budget and ranged from \$147,000 to \$400,000 (see Exhibit D). Mobile Robotics is a contractor that has been used in the past by the Town on various projects, said Mr. Manfre and added that they are reliable and are capable of doing this project. Mr. Manfre asked them to provide a quote to do general inspections and it was less expensive per foot than what was received for proposals (see Exhibit E). Mr. Manfre explained that the Town has the ability to reject and waive the proposed bids; and this has been done by the Town Council on multiple occasions. Therefore, Mr. Manfre was seeking approval to reject the proposed bids and have Mobile Robotics on a case-by-case basis to do the sewer inspection services. Mr. Manfre would like to waive the RFP process in order to follow the Town's procurement policies.

Chairman Thomas Ruby asked if there's a precedence for waiving the competitive bidding. Yes, responded Mr. Manfre and explained that the Town Council has done this on several occasions for various projects. He also explained that the Authority will save approximately \$50,000 with Mobile Robotics and it's in the best interest for the sewer users and for the town's infrastructure.

Chairman Ruby also asked if the dollar amount is under any limitation that may exceed for the town in general. Mr. Manfre responded that anything over \$5,000 has to go out for bid or RFP. However, the Town can have the process waived and go with a more inexpensive route to get the project done.

Motion to waive the competitive bidding process for case-by-case CCTV sewer inspections.

The motion was made by Mr. Stephen Wagner and seconded by Mr. Shawn Jacobaccio.

The motion carried unanimously.

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

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

**DRAFT MINUTES**

**TUESDAY, SEPTEMBER 1, 2020  
7:00 P.M.**

**Page 5**

---

5. Budget Close Out and CIP Account Review

Included with the Agenda was a Memo from Mr. Tony Manfre regarding review of the Capital Improvement Project (CIP) and Open Accounts (see Exhibit F). This is an annual review of the CIP accounts in an effort to close out any accounts that are not active and to close out completed projects. Mr. Manfre explained that the WPCA maintains two reserve fund balances, the Replacement Reserve and the Operating Reserve. The Replacement Reserve reflects replacement costs based upon the industry construction cost index. The balance goal is equal to 2% of the facility assets. The Operating Reserve has been established to offset variations in revenues and expenditures. The balance goal of this fund is 25% of the 3 year average of the Debt Service and Operation and Maintenance budgets. This reserve is actually over funded, said Mr. Manfre. The goal for the Operating Reserve is \$986,773 and the current balance is \$1,336,794. Mr. Manfre proposed transferring \$336,794 from the Operating Reserve to the Replacement Reserve. He also proposed to close out the Griffin Road Sewer Repair and transfer the remaining balance of \$4,000 to the Replacement Reserve. The total impact on the budget will be a \$340,794 will be transferred into the Replacement Reserve fund increasing the balance to \$2,261,604; and the Operating Reserve will be reduced to \$1,000,000.

Mr. Manfre explained that excess funds were left in the Operating Reserve as it is used to offset sewer user fees. Mr. Manfre explained that due to the impact of COVID19 he does not expect a 100% collection of the residential rate, therefore, the excess funds can be used to offset the sewer user rate for the following year.

Motion to close out Griffin Road Sewer Repair and transfer all remaining funds the Replacement Reserve.

Motion was made by Mr. Stephen Wagner and seconded by Mr. Carol Fletterick. The motion carried unanimously.

Motion to transfer \$336,794 from the Operating Reserve to the Replacement Reserve.

Motion was made by Mr. Stephen Wagner and seconded by Ms. Carol Fletterick. 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 G). Mr. Tony Manfre briefly discussed each item on his report.

In regard to the Ellington Road Sewer Ext. Design, Mr. Steven King, Jr. expressed that the lowest qualified bidder was much lower than the bid estimate. He asked what could be the

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

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

**DRAFT MINUTES    TUESDAY, SEPTEMBER 1, 2020  
7:00 P.M.  
Page 6**

---

reason for that. Mr. Manfre responded that the WPCA's engineering consultant, Wright-Pierce, did the bid estimate and they based it on similar past projects, however, a lot of the variance could be due to the current economy.

Chairman Ruby asked what budget the funds for this project comes out of. Mr. Manfre responded that the WPCA is not using their funds for this project; this is a grant project fully funded by the Connecticut Department of Economic Community Development (DECD).

Mr. Stephen Wagner said that Mr. Manfre didn't mention in his report the Virtual Net Metering contract that was signed very recently. He explained that there's a new project being built. It is going to generate about half of the electricity that the sewer plant uses; all of its credits will accrue to the sewer plant electric bill. As previously reported the WPCA built up a lot of credits that were not used in the sewer plant. The projected 20 year savings for these are roughly about one million dollars, said Mr. Wagner, however, the savings depends on what the rates are. The rates were kind of low, said Mr. Wagner, but they renegotiated some of the minimums that were guaranteed to Lodestar Energy, LLC. This project is expected to be online very soon, said Mr. Wagner.

Included with the Agenda was also a collection report from TaxServ for the outstanding accounts place with TaxServ Capital Services, LLC for the Months of May, June, and July 2020 (see Exhibit H). Chairman Ruby asked where these funds go to. Mr. Manfre responded that these funds are put in the Replacement Reserve.

**E. Public Participation (Items not on the agenda)**

None

**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: 54 p.m.

The motion was made by Ms. Carol Fletterick and seconded by Mr. Steven King, Jr.  
The motion carried unanimously.

Respectfully submitted,

---

Ether Diaz, Recording Secretary