

received 06/11/2020 @  
4:00 pm  
Griffith TC

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

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

**DRAFT MINUTES**

**TUESDAY, JUNE 2, 2020  
7:00 P.M.**

Chairman Thomas Ruby called the Regular Meeting/Virtual Meeting to order at 7:01 p.m. and explained that the public is welcome to email comments to [Wpcacommments@southwindsor-ct.gov](mailto:Wpcacommments@southwindsor-ct.gov).

**A. Roll Call**

**Members Present:** Thomas Ruby, Erik Dabrowski, Steven King, Jr., Toby Lewis, Ashwatha Narayana, and Stephen Wagner

**Members Absent:** Carol Fletterick

**Alternates Present:**

**Alternates Absent:** Vicki Paliulis, and Shawn Jacobaccio

**Staff Present:** Tony Manfre, Superintendent of Pollution Control  
Scott Roberts, Assistant Town Manager

**B. Acceptance of Minutes of Previous Meetings**

1. May 5, 2020 Public Hearing
2. May 5, 2020 Regular Meeting

Motion was made to approve the minutes of the May 5, 2020 Public Hearing and Regular Meeting.

Motion was made by Mr. Stephen Wagner and seconded by Mr. Steven King, Jr.

Mr. Dabrowski joined the meeting at this time 7:02 pm

The motion carried unanimously.

**C. New Business**

1. Pump Station Upgrade – Design Contract Resolution (Decision)

Mr. Tony Manfre, Superintendent of Pollution Control explained that included with the Agenda was a Resolution that needs to be done in an effort to obtain Clean Water Fund loans for the Pump Station Upgrades project (see Exhibit A). Also included with the Agenda was a Summary of the Scope of Work for design services related to this project (see Exhibit B). This is a pre-outline of what's been negotiated in terms if they come to an agreement and nothing has been signed yet, said Mr. Manfre. However, this portion has

been submitted to the Department of Energy and Environmental Protection (DEEP) for their approval; they require a minimum of 90 days review period. Mr. Manfre explained that he's seeking approval of the resolution now in an effort to be ready for the next step. The WPCA is not meeting in July or August, so if DEEP get their review and approval prior to the WPCA meeting in September, Mr. Manfre will be able to proceed.

Motion for authorizing a Resolution to obtain Clean Water Funds financing for Water Pollution abatement facilities, Clark Street, Benedict Drive and Pleasant Valley Pump Stations.

WHEREAS it is in the best interests of the South Windsor Water Pollution Control Authority to contract with the Department of Energy & Environmental Protection and Arcadis U.S. Inc. to finance, design and engineer improvements to the Clark Street, Benedict Drive, and Pleasant Valley Pump Stations; and

WHEREAS the operational framework of the South Windsor Water Pollution Control Authority provides for the Town Manager to execute such contracts;

THEREFORE, be it resolved that Michael Maniscalco, Town Manager is hereby authorized to execute said contracts on behalf of the South Windsor Water Pollution Control Authority and to complete such other documents that may be required by the state. The Town Manager is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts.

A discussion ensued whereby Mr. Ashwatha Narayana asked what the need of the WPCA is giving authorization for the Town Manager to sign the document when the document can be signed by the Authority. Chairman Thomas Ruby responded that the arrangements between the WPCA and the Council are that the Town Manger is the signatory. The Chairman can sign also if he's available. However, the normal course of the business is for the Town Manager to execute all the documents. The requirement of the resolution is from the State of CT DEEP; they need a resolution on record from the WPCA authorizing the signatory. Mr. Narayana expressed that he didn't think that the State can tell the WPCA to make the Town Manager to sign. The WPCA could sign the document and there's no need for the Town Manger to get involved. That's not correct, expressed Chairman Ruby. Mr. Toby Lewis asked if not being correct is a fact or just the way the Authority have been operating. Chairman Ruby responded that it is a fact that the organizing documents for the WPCA back in 1982 setup the arrangements for the Town Manger to be the signatory. The Authority has to authorize the Town Manager to enter the contract on their behalf and said authorizing resolution is the Authority asking the Town Manager to proceed to sign.

Mr. Toby Lewis explained that the proposed resolution states that the WPCA is authorizing the Town Manager to sign on their behalf, however, the WPCA doesn't even know what he's signing. He asked, "are we just here for using up some time and community work and rubber stamping or to actually get involved and try to do things which will make the WPCA more efficient and operating for the Town". Mr. Lewis expressed that he feels that sometimes they just say "yes, yes, yes" to everything because

the machine is already operating so they rubber stamp it. What we are really doing, asked Mr. Lewis. Chairman Ruby explained that what the WPCA is proceeding with is the plan to pursue loans through the State to fund the improvements of the pump stations. As a requirement to proceed with the loan application the Authority needs to sign off some documents and those documents need to be authorized by the WPCA. He explained that the proposed resolution is the authorization to allow the Town Manager to process the application for the loan to enter in to those contracts with the State; the State requires that there be an authorizing resolution as part of this process.

Mr. Stephen Wagner explained that this is exactly the way the Town Council operates. The Mayor nor no member of the Town Council signs contracts. They are signed by the Town Manager with the authorization from the Town Council and the Board of Education. Mr. Ashwatha Naraya disagreed with Mr. Wagner and said that the WPCA is a separate organization from the Town Council and Board of Education and they don't need the State authorization to proceed with the loan. The WPCA can sign the loan application themselves without the Town Manager. Chairman Ruby responded that he can sign the application on behalf of the WPCA, however, we will still need an authorizing resolution to do that. Also, these are the arrangements that were set up when the Authority was established and this is the most efficient way to do business.

There was no further discussion on this matter.

The motion was made by Mr. Stephen Wagner and seconded by Mr. Steven King, Jr. The motion passed with 5 in favor (Thomas Ruby, Erik Dabrowski, Steven King, Jr., Toby Lewis, and Stephen Wagner). Mr. Ashwatha Narayana opposed.

#### **D. Communications and Reports**

##### **1. Superintendent Report**

Included with the Agenda was a report from Mr. Tony Manfre, Superintendent of Pollution Control (see Exhibit C). Mr. Tony Manfre pointed out the following items:

Public Works Week: Mr. Manfre reported that the week of May 18, 2020 marked Public Works Week and each year the South Windsor Public Works Department recognizes an employee, business partner and a citizen or citizen group who have help forge a positive and creative work environment for the employees of the Town. Mr. Michael Wood, WPCA Operator III, received the Richard Boudreault Award. This award recognized an employee(s) who demonstrate one or more of Richard Boudreault's qualities as the former Facility Manager/Assistant to the Director of Public Works.

Miller Road Benefit Assessment: Mr. Manfre reported that sewer benefit assessments for the 11 properties on Miller Road were filed April 28, 2020. Aggrieved property owners have 21 days from the filing date to appeal the assessments. May 19, 2020 was the deadline to file the appeal and notice of appeal have not been received.

Solar Field Project Update: Mr. Manfre read into the record the following: The WPCF's electric bill is being paid for by credits generated from a solar field known as NorCap South in East Windsor. There are two new projects that are being constructed that the Town hopes to benefit from. The WPCF is accumulating more credits than what are being consumed, therefore, it has been determined to reallocate the treatment plant's credit allocation to other town buildings and eventually generate electricity credits for the WPCF from one of the other solar projects. This will take place in Fiscal Year 2020/2021. There have been delays in the project due to the COVID-19 pandemic.

There was no further report from Mr. Manfre.

Mr. Stephen Wagner explained that recently send an article to Mr. Manfre regarding testing sewer water for the presence of viruses, in this case of Corona Virus. Is been done in others parts of the country. The idea is to obtain a population measure of how much virus is out there because it can only be measured at some point in the water pollution control facility process. Mr. Wagner asked Mr. Manfre if he's been able to look into that. Mr. Manfre responded that he had applied for the program shortly before he actually got the article from Mr. Wagner. However, he didn't hear anything for a while so he reached out to the person in charge. It was a grant program through a company that was going to volunteer their services to get samples and tests out of the wastewater in different facilities around the region. However, that program filled up quickly so Mr. Manfre was unable to get on the grant portion of it. They did say that they are planning to open that service as a paid service so that others can do it too. Mr. Manfre will discuss this matter with the Health Department to determine their interest level on this matter.

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

None

**F. Bills, Change Orders, Disbursements**

None

**G. Unfinished Business**

There was no unfinished business. However, Chairman Ruby reported that at the end of the WPCA regular meeting in May a point was raised that the Town Council was providing a hazardous pay stipend to employees and the question was raised as to what impact that would have on the WPCA budget. It was clarified that the funds used for that stipend will be from the Town budget and there will be no impact on the WPCA budget. That brings that matter to closure, said Chairman Ruby. He also explained that he had a conversation with the Town Mayor and the Town Manager to encourage more communication on such matters so that members of the Authority are not taken by surprise by such things.

**H. Executive Session**

None

**I. Adjournment**

Motion was made to adjourn the meeting at 7: 34pm

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

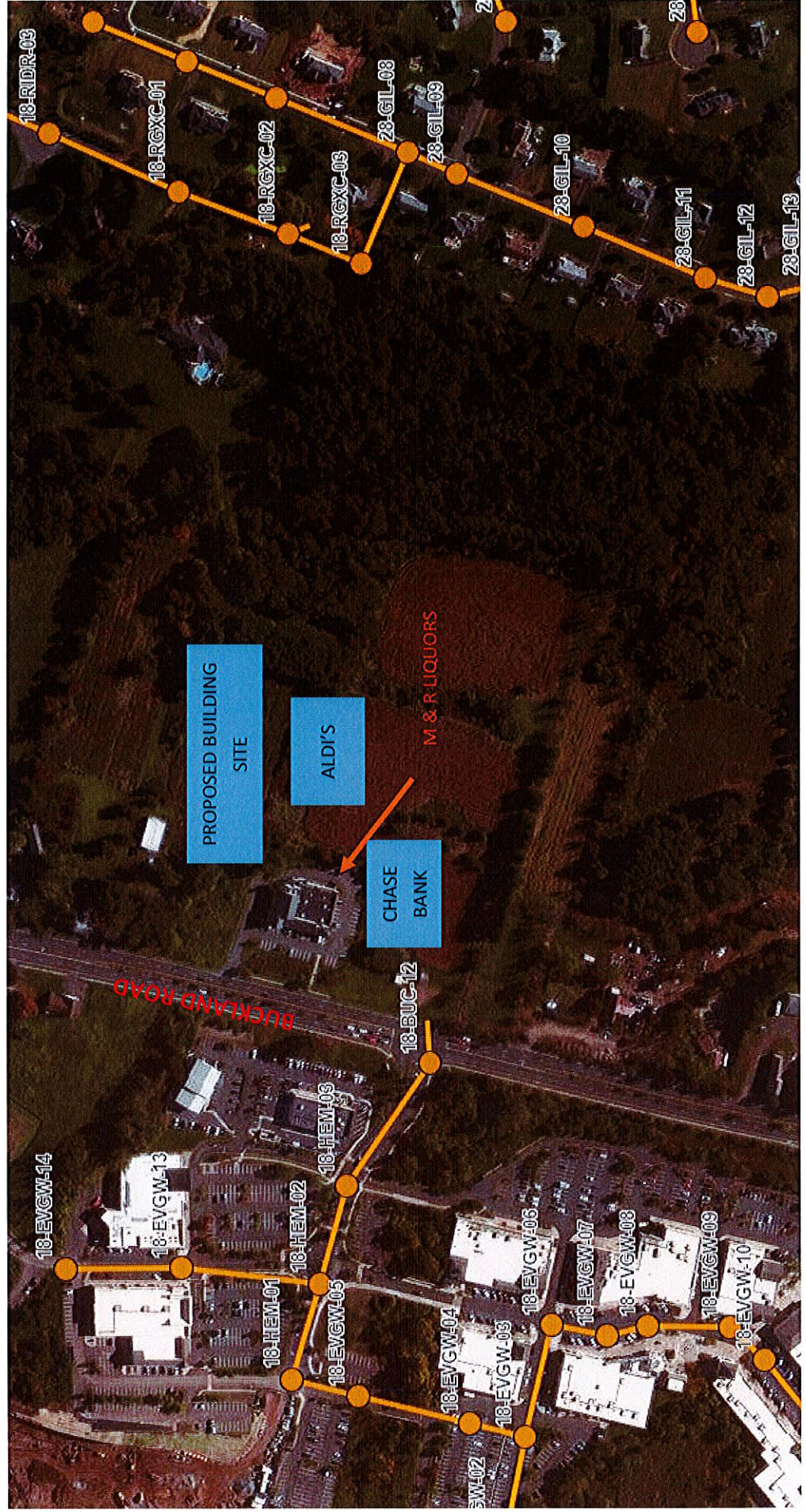
Respectfully submitted,

---

Ether Diaz, Recording Secretary



# 220 GATEWAY BLVD





P.O. BOX 1167  
21 JEFFREY DRIVE  
SOUTH WINDSOR, CT 06074  
PHONE: 860.291.8755  
FAX: 860.291.8757  
[www.designprofessionalsinc.com](http://www.designprofessionalsinc.com)

**CIVIL & TRAFFIC ENGINEERS / LAND SURVEYORS / PLANNERS / LANDSCAPE ARCHITECTS**  
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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 Sewer Connection  
Buckland East, LLC  
The Gateway - 220, 245, 265 & 270 Gateway Boulevard  
South Windsor, CT

Dear Mr. Manfre,

Design Professionals, Inc. has been engaged to provide engineering services for a final connection to an existing stub for a proposed of 89,280±SF of retail and medical office buildings to be located at 220, 245, 265 & 270 Gateway Boulevard in South Windsor, Connecticut. The buildings would be served by a 6", 8", & 10" PVC sanitary laterals that would connect to the previously approved sanitary manhole for the adjacent grocery store and bank developments.

Sanitary design flows for the proposed building areas were based on Section 4.B, Table 4 of the Connecticut Public Health Code. The retail buildings were considered as restaurants to account for the largest potential use. 200 seats were assumed for each of the end units (4 in total) and 50 seats were assumed for each middle unit (11 in total). This adds to 1,350 total seats between the two retail buildings. Considering a 50% increase to the design flow for serving breakfast, lunch, and dinner set the expected sewage flow rate to 45 GPD/seat. With 1,350 seats at 45 GPD/seat, the expected sanitary flow from the retail buildings is 60,750 GPD. The medical buildings are expected to generate a combined flow of 10,080 GPD considering 50,400 SF (total) at 0.2 GPD/SF. Adding the two values together, the total development is expected to generate 70,830 GPD.

We ask that the sewer assessment connection charge be based on the 11.46 acres associated with this new development, and a capacity charge based on the final number and sizes of water meters selected.

Please feel free to contact us with any questions or comments.

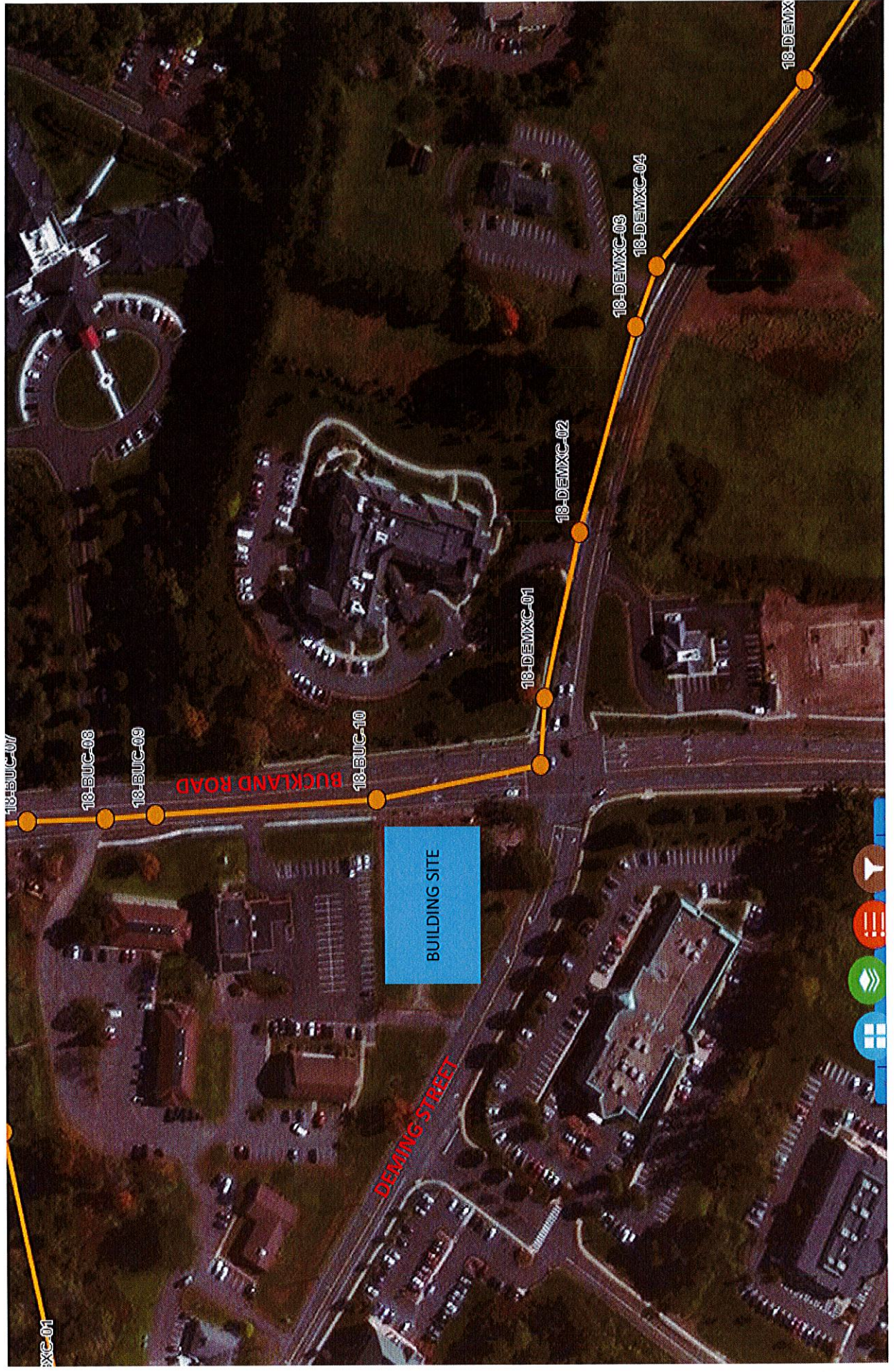
Regards,

DESIGN PROFESSIONALS, INC.

Daniel H. Jameson, P.E.  
Project Manager



176 DEMING STREET







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PHONE: 860.291.8755  
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[www.designprofessionalsinc.com](http://www.designprofessionalsinc.com)

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  
Windsor Federal Savings & Loan Association  
395 Buckland Road (future address will be 176 Deming Street)  
South Windsor, CT

Dear Mr. Manfre,

Design Professionals, Inc. has been engaged to provide engineering services for a final connection to the existing sewer main in Buckland Road for a proposed 2,682<sup>±</sup>SF financial institution to be located at 395 Buckland Road (176 Deming Street) in South Windsor, Connecticut. The building would be served by a 6" PVC sanitary lateral that would tap into the existing sewer main in Buckland Road.

Sanitary design flows for the proposed building area were based on Section 4.B, Table 4 of the Connecticut Public Health Code. The expected sanitary flow is 100 GPD, considering 20 GPD/employee with an expected maximum of 5 employees using the building at any time.

We ask that the sewer assessment connection charge be based on the 1.12 acres associated with this new development, and a capacity charge based on the final water meter size selected.

Please feel free to contact us with any questions or comments.

Regards,

DESIGN PROFESSIONALS, INC.

Daniel H. Jameson, P.E.  
Project Manager



## F.O.G.

### CONTAIN IT...DON'T DRAIN IT!

Fats, Oils and Grease solidify in pipes. Over time the pipe's diameter narrows and blocks the sewer pipe. **The cost of clearing a clog in the lateral is the responsibility of the property owner.** FOG should be placed in a trash can.



## CLEAN PIPE



## CLOGGED PIPE

## Wipes

### \*\*FLUSHABLE NOT PUMPABLE\*\*

Wipes, including "flushable" wipes do not break down in the sewer system. They collect in wet wells and clog our pumps costing us time and money. Throwing wipes in the trash will help minimize user fees.



*Wipes don't break down in the sewer system and clog pumps and pipes.*

## WPCA

The Water Pollution Control Authority consists of seven volunteer members and two alternates who are appointed by the Town Council. The treatment plant staff is comprised of 10 licensed operators who are responsible for operation and maintenance of the treatment plant, 11 pump stations, and 130 miles of sewer pipe. Together the Authority and Operations staff work as stewards of the treatment system and work to provide the best value to the rate payer.

The Pollution Control Budget operates as a special revenue fund, overseen by the Authority. It is funded through the assessment of user charges to provide 100% of the operation, maintenance, and replacement costs of the treatment system. The budget for the next year totals \$5,389,000.

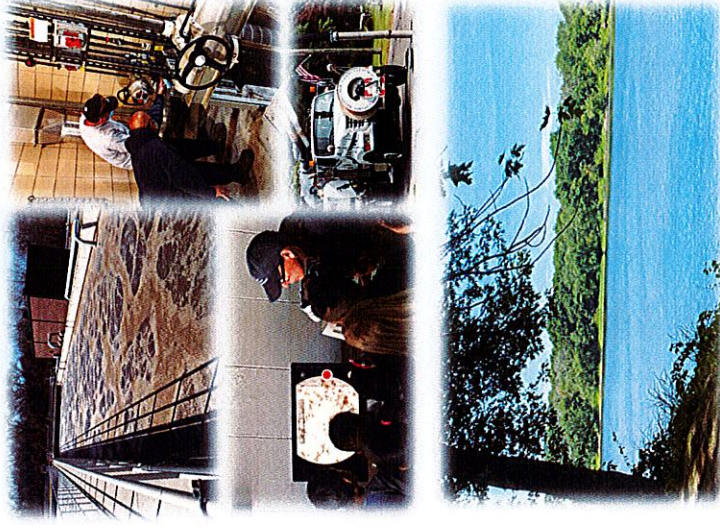
### South Windsor Water Pollution Control Facility

1 Vibert Road  
South Windsor, CT 06074  
860.289.0185  
<https://www.southwindsor-ct.gov/pollution-control>



# 2020

## SOUTH WINDSOR WATER POLLUTION CONTROL FACILITY



## PROTECTING OUR WATERS



## Capital Improvement Projects

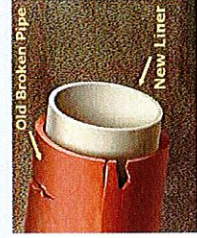
### Pump Station Upgrades (Est. \$9 million)

The **Clark Street, Pleasant Valley** and **Benedict Drive Pump Stations** have met their life expectancy and are presently in the design stages for necessary upgrading. The Clark Street Pump Station conveys 40% of the town's wastewater. Benedict Drive is reaching the maximum design capacity and each station has antiquated electrical instrumentation components that have become difficult to source and replace.

The staff is working with D.E.E.P. to secure low interest Clean Water Fund loans. Construction of the pump station upgrades is planned to begin in the summer of 2023.

### Chapel Road Phase (Est. \$1.6 million)

The Chapel Road sanitary sewer serves a majority of South Windsor's commercial and industrial properties. In 2017, 3,500 feet of the system's most deteriorated sewer pipe was relined with cured-in-place pipe. This process minimizes disruption to roadways and is highly cost effective. We are planning to reline an additional 4,000 feet of the Chapel Road sewer and



rehabilitate the structural integrity of the pipe for another 50+ years.

## Completed Projects

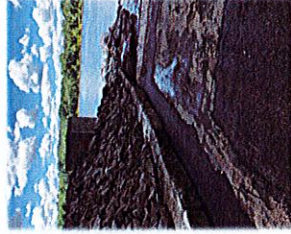
### Griffin Road \$62,000

During a routine inspection a pipe failure was discovered in Griffin Road which required fifty feet of repair. The failed section of pipe was replaced before a complete collapse occurred.



### Effluent Outfall \$122,000

Treated wastewater is discharged to the Connecticut River through the effluent pipe. Over the years the river bank has eroded to the point where the pipe was becoming exposed.



In June the river bank and 30 feet of the effluent pipe were re-armored with rip rap and grout to protect the pipe from being disturbed.

### BioFilter Media \$12,000

Treatment plant odors are controlled by micro-biological life that lives on the BioFilter media. The media needs to be replaced every 4 years. In April, with the assistance of the Streets Dept., the WPC staff replaced the media using the town's leaf compost and wood chips. Through teamwork among town departments the project cost was reduced by approximately \$48,000.

## Sewer User Fees

The South Windsor WPCA adopted a **zero increase** to the sewer user fee this year.

### **RATE COMPARISON PER 79,000 GALLONS OF WATER**

South Windsor	\$415.00
Enfield	\$425.81
8th District (Manchester)	\$441.47
Vernon	\$454.25
Manchester	\$569.26
East Windsor	\$613.04
MDC	\$1,060.94*

\*MDC also charges an Ad Valorem tax to member towns which is not reflected in the sewer user fee.

The wastewater treatment plant is the town's largest consumer of energy. Last year 15% of the energy costs were offset by the NorCap solar field in East Windsor reducing our costs by over \$30,000.





Mobile Robotics  
 110 North Maple Street  
 Hadley, MA 01035  
 charlie@mrobot.com

# Estimate

Name/Address
South Windsor Town Hall 1540 Sullivan Avenue South Windsor, CT 06074

Date	Estimate No.	Project
08/03/20	1223	2020Q2

Item	Description	Quantity	Cost	Total
QV	<p>Video Pipe Inspection-for inspection of 100,00lf of 8" to 36" sanitary sewer lines begin on September 1, 2020 and to be completed by June 2021.</p> <p>EQUIPMENT:            -Rovver-X Robotic color/steerable/zooming/pan&amp;tilt camera.            Accurate on-screen footage and instantaneous grade readings. Transmitter for location. 6-72" piping.</p> <p>REPORT:            Includes PDF report with color video "stills" of important areas, mapping as applicable, footage-features-defects table with conclusion. Video files with audio narrative and accurate on-screen footage. Does not include traffic control. (25 linear foot minimum per inspection) Reports ship within 2 business days. Includes mob-demob. Terms Net 30 for each segment submitted.            Sales Tax</p>	100,000	0.95	95,000.00
			0.00%	0.00
Let us know when you set a date.413-427-5086			Total	\$95,000.00

**PROPOSAL**

**SCHEDULE OF PRICES**

**TOWN OF SOUTH WINDSOR SANITARY SEWER CCTV INSPECTION SERVICES**

		RECEIVED:		NATIONAL WATER MAIN		DIVERSIFIED INFRASTRUCTURE SERVICES		DPE ENGINEERING		TED BERRY CO.		SAVY & SONS		REDZONE ROBOTICS		
		DATE RECEIVED:		7/31/2020		7/30/2020		7/30/2020		7/30/2020		7/29/2020		7/30/2020		
		TIME RECEIVED:		8:15 AM		9:47 AM		1:53 PM		10:26 AM				9:49 AM		
ITEM NO.	DESCRIPTION	UNIT PRICE	QUANTITY	TOTAL PRICE	UNIT PRICE	QUANTITY	TOTAL PRICE	UNIT PRICE	QUANTITY	TOTAL PRICE	UNIT PRICE	QUANTITY	TOTAL PRICE	UNIT PRICE	QUANTITY	TOTAL PRICE
1	50,000 LINEAR FOOT <12" CCTV PIPELINE INSPECTION AND SUBMITTAL PACKAGE	\$0.90		\$45,000.00	\$1.35		\$67,500.00	\$1.50		\$75,000.00	\$1.85		\$92,500.00	\$2.62		\$131,000.00
2	20,000 LINEAR FOOT 12"-19" CCTV PIPELINE INSPECTION AND SUBMITTAL PACKAGE	\$1.25		\$25,000.00	\$1.45		\$29,000.00	\$1.75		\$35,000.00	\$2.00		\$40,000.00	\$3.00		\$60,000.00
3	20,000 LINEAR FOOT 20"-29" CCTV PIPELINE INSPECTION AND SUBMITTAL PACKAGE	\$2.25		\$45,000.00	\$1.55		\$31,000.00	\$2.00		\$40,000.00	\$2.00		\$40,000.00	\$3.15		\$63,000.00
4	10,000 LINEAR FOOT >30" CCTV PIPELINE INSPECTION AND SUBMITTAL PACKAGE	\$2.75		\$27,500.00	\$2.00		\$20,000.00	\$2.50		\$25,000.00	\$1.75		\$17,500.00	\$3.68		\$36,800.00
5	80 HRS CERTIFIED FLAGGERS	\$60.00		\$4,800.00	\$60.00		\$4,800.00	\$60.00		\$4,800.00	\$60.00		\$4,800.00	\$60.00		\$4,800.00
BID TOTAL				\$147,300.00			\$152,300.00			\$179,800.00			\$194,800.00			\$295,600.00
																\$399,800.00

## MEMO

**DATE:** September 1, 2020  
**FROM:** Tony Manfre, Superintendent of Pollution Control  
**TO:** Water Pollution Control Authority  
**SUBJECT:** Annual Capital Improvement Project Account Review  
**CC:** Patty Perry, Director of Finance  
**# OF PAGES:** 2

This memo will serve as the annual review of the WPCA's open capital improvement project accounts. The purpose of this review is to close out any accounts that are not active. Closing out completed projects will give a more accurate reserve fund balance.

## SEPTEMBER 1, 2020 WPCA CIP ACCOUNT REVIEW

PROJECT	START DATE	ACCT #	REVENUE	EXPENDITURE	ACCT. BALANCE
PLANT OUTFALL PIPE EROSION	Jun-20	44602300	\$ 163,234	\$ 160,943	\$ 2,291
I/I REMOVAL & MANHOLE REHAB	FY10	44615300	\$ 816,558	\$ 438,527	\$ 378,031
GRIFFIN ROAD SEWER REPAIR	Jun-20	44627300	\$ 66,000	\$ 62,000	\$ 4,000
MANHOLE RAISING	FY19	44663300	\$ 193,462	\$ 93,462	\$ 100,000
PUMP STATION UPGRADES	FY19	44661300	\$ 50,000	\$ -	\$ 50,000
ELLINGTON RD SEWER EXTENSION	FY19	44664300	\$ 128,000	\$ 121,543	\$ 6,457
CHAPEL ROAD PHASE 2A	FY20	4466530	\$ 1,690,000	\$ -	\$ 1,690,000
TOTAL			<b>\$ 3,107,254</b>	<b>\$ 876,475</b>	<b>\$ 2,230,779</b>

The WPCA maintains two reserve fund balances, Replacement Reserve and 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.

## SEPTEMBER 1, 2020 RESERVE FUND BALANCE REVIEW

FUND NAME	GOAL	YTD BALANCE
REPLACEMENT RESERVE	\$ 4,400,000	\$ 1,920,810
OPERATING RESERVE	\$ 986,773	\$ 1,336,794
TOTAL	<b>\$ 5,386,773</b>	<b>\$ 3,257,604</b>



# WPCA COMMUNICATIONS AND REPORTS

September 1, 2020

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

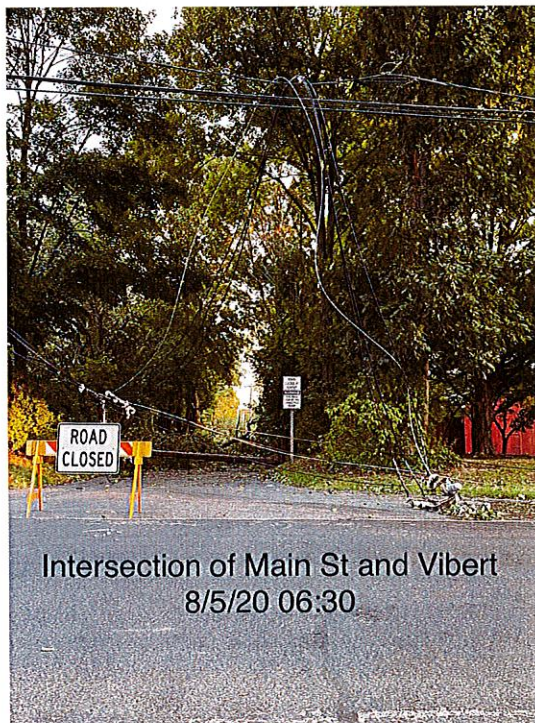
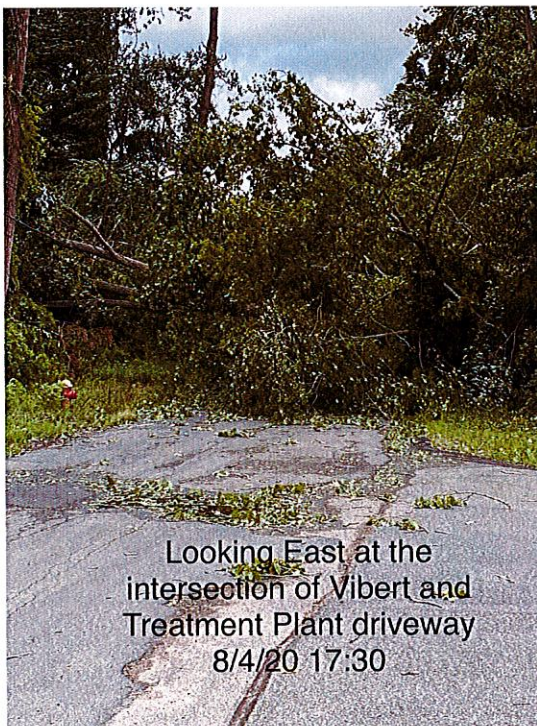
## General Information

### Tropical Storm Isaias

The Water Pollution Control Facility began making preparations on July 30<sup>th</sup>. Our maintenance staff inspected each pump station, exercised the generators and topped off all of the fuel levels. We also inspected the portable Godwin pump, portable generator, chainsaw and topped off all vehicles with fuel.

The height of the storm for the WPC hit August 4, 2020 at 4:30 pm. By this time we had lost power at the treatment plant and 7 pump stations (Clark Street, Rye Street, Scantic Meadow 1, Scantic Meadow 2, Pleasant Valley, Barrington Estates and Benedict Drive). Several trees had blown over across Vibert Road isolating 4 employees and all the equipment within the plant grounds along with taking out the power lines. This created a challenging situation considering we only had 2 employees outside the treatment plant inspecting the pump stations at the time and were experiencing pump issues at Clark Street due to commercial power energizing intermittently. Fortunately a secondary access route was found through an agricultural field and a neighboring property on Main Street.

The treatment plant roadway was cleared by August 5<sup>th</sup> at 1:00 pm. By 5:30 pm power restored at the treatment plant. By the end of the day on August 7<sup>th</sup> all the power was restored to the pump stations as well.





## COVID-19 Measures - Update

Returned to full staff June 15<sup>th</sup>. Normal operating hours are 7:00 am to 3:30 pm, however, in order to maintain social distancing we have staggered the hours by breaking the staff into two groups. The first group has been reporting at 6:45 am and the second group reports at 7:15. This minimizes the amount of people in the building at any one time.

## Residential Sewer User Billing List

The draft residential billing list is being prepared by Quality Data Services for review. Residential bills will be mailed out the last week of September with an October 1<sup>st</sup> due date.

## **Treatment Plant and Collection Systems**

### Treatment Plant

#### *Process*

TREATMENT PLANT	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20
AVG FLOW (MGD)	2.12	2.03	2.11	2.21	2.93	2.84	2.82	2.74	2.93	2.70	2.19	2.10
BOD REMOVAL	99.0%	99.0%	98.0%	99.0%	98.0%	99.0%	99.0%	99.0%	97.0%	98.0%	99.0%	98.8%
TSS REMOVAL	99.0%	98.0%	98.0%	99.0%	99.0%	99.0%	99.0%	99.0%	98.0%	98.0%	99.0%	98.9%
NITROGEN LBS. (1.06 LBS. LIMIT)	82.00	88.00	81.00	86.00	103.00	104.00	87.00	96.00	126.00	108.00	82.00	95.00

#### *Maintenance*

Now that we are back to full staff we have been working on catching up with the deferred maintenance and seasonal operational changes.

- Grit Chamber 1 cleaning and inspection
- East Gravity Thickener cleaning and inspection
- Inspection of Aeration Basin 1
- Cleaning, inspection, and repair of Aeration Basin 2 components, as well as hard pipe installation into sump
- HVAC System Controls upgrade
- Degritting of Influent and Bypass Channels of Headworks
- Continuous Operation and High Effluent Quality maintained during Tropical Storm Isaias

### Collection System

- Scantic 2 Pump Rail Repair
- Replaced wear rings on pumps at Clark Street Pump Station
- Benedict Drive sump pump repair and check valve cleaning

- Electrical maintenance at all 12 pump stations. This involves cleaning the cabinets and tightening up any loose connections
- Annual testing of all Automatic Transfer Switches
- RT 5, Scantic 1 and 2, Avery St, and Benedict Drive wet well degreasing
- Continuous operation maintained during Tropical Storm Isaias

## **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

- Engineering RFP process completed using our 4 on-call engineers
- Wright Pierce was awarded the project for their proposal of \$35,550
  - Providing design and administrative services
- Project bid opening is September 17, 2020 with a November construction date
- Project budget \$1,690,000

### Ellington Road Sewer Extension Design

- DECD approved the reallocation of STEAP grant funds, project plans, schedule and fees
- Project bids were opened August 6, 2020
- Bid estimate was \$340,000
  - Received 8 bids ranging from \$180,452.90 to \$327,325.00
  - Lowest qualified bidder was Sunset Construction \$180,452.90
- Construction is planned to begin in September and be completed within 30 days

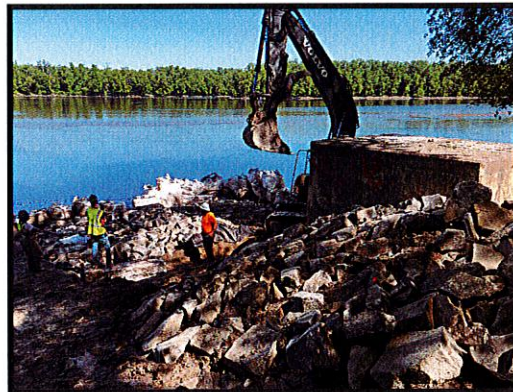


### Griffin Road Sewer Repair



- Environmental Services Inc. was on-site June 16
- The project was completed June 20 as scheduled and \$4,000 under budget
- Total cost \$62,000

### Treatment Outfall Stabilization Project



- Dayton Construction was on site June 16 to begin constructing the coffer dam
- The project was completed June 23 as scheduled and on budget
- Total cost \$122,000

## Collection of Sewer User Fees and Delinquent Accounts

### Collector of Revenue Report

Bill Type	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020
2019 Commercial Sewer	99.80%	99.80%	99.86%	99.86%	99.86%*	100%	-	-	-
2020 Residential Sewer	84.54%	92.33%	94.19%	95.55%	96.30%	96.75%	96.97%	97.27%	97.49%
2020 Commercial Sewer	n/a	n/a	n/a	n/a	n/a	17.95%*	77.27%	81.32%	82.55%

### 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](mailto:taxserv@taxserv.com)

### Monthly Collections Report for July 2020

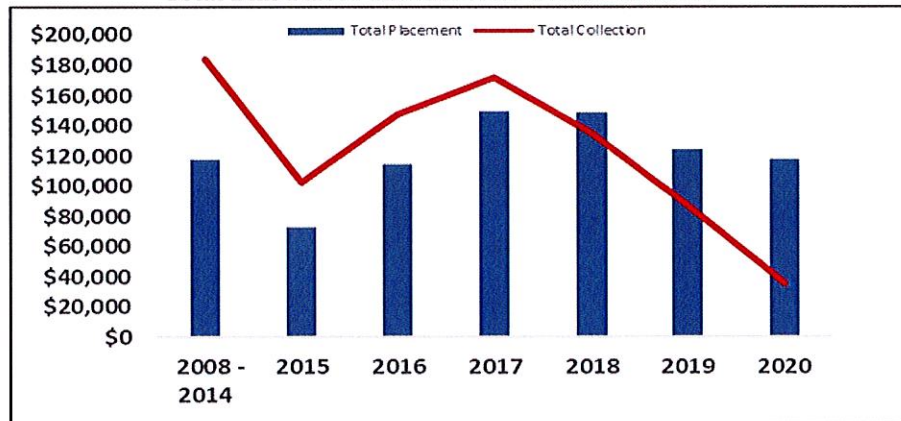
The following is the collection report for July 2020 for TaxServ Capital Services, LLC ("TaxServ") placed accounts. Should you have any questions, please contact Maria Thomas at (561) 799-9626 Ext 303, [mthomas@taxserv.com](mailto:mthomas@taxserv.com)

Collected by	Principal	Interest	Costs of Collection	Net Tax Collected	Collection Fee	Total Collected
South Windsor	\$4,418.29	\$1,251.85	\$236.11	\$5,906.25	\$769.84	\$6,676.09
TaxServ	\$1,046.11	\$512.54	\$96.00	\$1,654.65	\$233.77	\$1,888.42
<b>Grand Total</b>	<b>\$5,464.40</b>	<b>\$1,764.39</b>	<b>\$332.11</b>	<b>\$7,560.90</b>	<b>\$1,003.61</b>	<b>\$8,564.51</b>

### 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	\$52,469.25
2015	\$72,955.78	May-17	\$61,385.70	84.14%	\$11,644.74	\$102,740.90	\$24,249.03
2016	\$114,760.65	May-17	\$98,335.95	85.69%	\$15,625.66	\$147,717.79	\$29,697.56
2017	\$149,664.43	May-17	\$128,784.32	86.05%	\$20,582.79	\$172,051.73	\$35,385.23
2018	\$148,629.66	Feb-18	\$105,893.46	71.25%	\$43,433.08	\$134,946.75	\$67,623.22
2019	\$124,074.28	Apr-19	\$68,344.18	55.08%	\$61,924.90	\$87,279.81	\$85,188.09
2020	\$117,923.11	Apr-20	\$32,087.16	27.21%	\$91,646.83	\$36,024.45	\$111,307.85
<b>Total</b>	<b>\$845,503.79</b>		<b>\$584,686.73</b>	<b>69.15%</b>	<b>\$266,870.41</b>	<b>\$864,807.65</b>	<b>\$405,920.23</b>

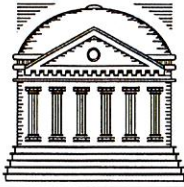
### Total Bills Placed and Collected Since Placement



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

Description	July 2020 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	55	1,943	8
Redeemed	3	2,014	5
<b>Grand Total</b>	<b>58</b>	<b>3,957</b>	<b>6</b>





**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](mailto:taxserv@taxserv.com)

### Monthly Collections Report for June 2020

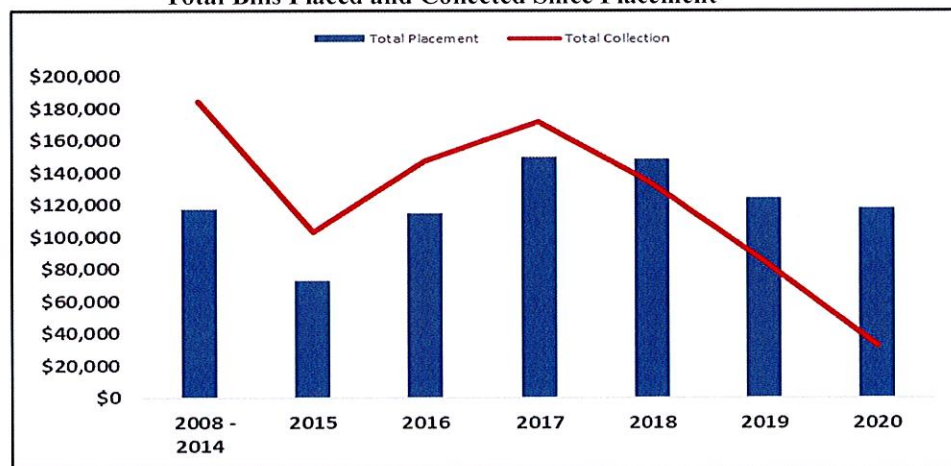
The following is the collection report for June 2020 for TaxServ Capital Services, LLC ("TaxServ") placed accounts. Should you have any questions, please contact Maria Thomas at (561) 799-9626 Ext 303, [mthomas@taxserv.com](mailto:mthomas@taxserv.com)

Collected by	Principal	Interest	Costs of Collection	Net Tax Collected	Collection Fee	Total Collected
South Windsor	\$9,028.55	\$2,189.26	\$528.00	\$11,745.81	\$1,693.68	\$13,439.49
TaxServ	\$3,292.60	\$929.82	\$272.08	\$4,494.50	\$633.37	\$5,127.87
<b>Grand Total</b>	<b>\$12,321.15</b>	<b>\$3,119.08</b>	<b>\$800.08</b>	<b>\$16,240.31</b>	<b>\$2,327.05</b>	<b>\$18,567.36</b>

### 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	\$52,141.30
2015	\$72,955.78	May-17	\$61,385.70	84.14%	\$11,644.74	\$102,740.90	\$24,074.36
2016	\$114,760.65	May-17	\$98,318.12	85.67%	\$15,643.49	\$147,587.35	\$29,593.60
2017	\$149,664.43	May-17	\$128,641.87	85.95%	\$20,845.26	\$171,892.19	\$35,488.58
2018	\$148,629.66	Feb-18	\$105,123.00	70.73%	\$45,060.63	\$133,641.66	\$69,523.24
2019	\$124,074.28	Apr-19	\$66,626.29	53.70%	\$62,004.08	\$84,689.92	\$89,594.39
2020	\$117,923.11	Apr-20	\$29,271.39	24.82%	\$96,612.99	\$32,648.51	\$115,914.59
<b>Total</b>	<b>\$845,503.79</b>		<b>\$579,222.33</b>	<b>68.51%</b>	<b>\$273,823.60</b>	<b>\$857,246.75</b>	<b>\$416,330.06</b>

### 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	June 2020 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	520	1,920	8
Redeemed	63	1,979	5
<b>Grand Total</b>	<b>583</b>	<b>3,899</b>	<b>6</b>



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### Monthly Collections Report for May 2020

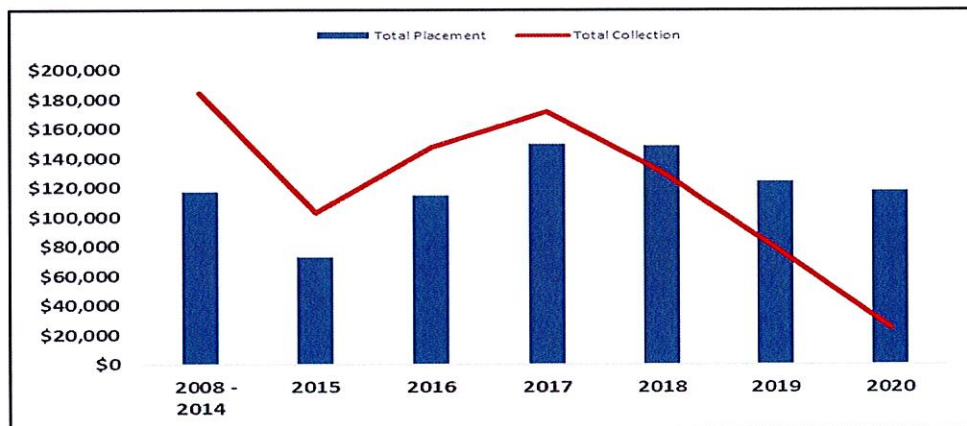
The following is the collection report for May 2020 for TaxServ Capital Services, LLC ("TaxServ") placed accounts. Should you have any questions, please contact Maria Thomas at (561) 799-9626 Ext 303, [mthomas@taxserv.com](mailto:mthomas@taxserv.com)

Collected by	Principal	Interest	Costs of Collection	Net Tax Collected	Collection Fee	Total Collected
South Windsor	\$10,229.03	\$1,960.54	\$617.92	\$12,807.49	\$1,765.55	\$14,573.04
TaxServ	\$4,319.09	\$873.50	\$266.57	\$5,459.16	\$778.86	\$6,238.02
<b>Grand Total</b>	<b>\$14,548.12</b>	<b>\$2,834.04</b>	<b>\$884.49</b>	<b>\$18,266.65</b>	<b>\$2,544.41</b>	<b>\$20,811.06</b>

### 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	\$51,813.41
2015	\$72,955.78	May-17	\$61,385.70	84.14%	\$11,644.74	\$102,740.90	\$23,899.69
2016	\$114,760.65	May-17	\$98,318.12	85.67%	\$15,997.15	\$147,587.35	\$29,792.18
2017	\$149,664.43	May-17	\$128,641.87	85.95%	\$21,219.26	\$171,892.19	\$35,820.72
2018	\$148,629.66	Feb-18	\$103,434.33	69.59%	\$46,384.14	\$130,915.15	\$71,022.90
2019	\$124,074.28	Apr-19	\$62,620.45	50.47%	\$64,623.65	\$79,143.13	\$92,217.25
2020	\$117,923.11	Apr-20	\$22,644.75	19.20%	\$105,088.44	\$24,681.50	\$124,681.83
<b>Total</b>	<b>\$845,503.79</b>		<b>\$566,901.18</b>	<b>67.05%</b>	<b>\$286,969.79</b>	<b>\$841,006.44</b>	<b>\$429,247.98</b>

### 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	May 2020 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	55	1,352	5
Redeemed	10	1,972	5
<b>Grand Total</b>	<b>65</b>	<b>3,324</b>	<b>5</b>