

received 04-26-2018 @ 3:40 pm  
Jonie L. Clements, ATC

**MEMBERS OF THE WPCA THAT ARE UNABLE TO ATTEND THIS MEETING,  
PLEASE CALL ETHER DIAZ, (860) 644-2511, EXT. 243, ON OR BEFORE 4:30 P.M. ON  
THE DAY OF THE MEETING**

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

REGULAR MEETING  
TREATMENT PLANT, 1 VIBERT ROAD

MAY 1, 2018  
7:00 P.M.

---

- A. ROLL CALL
- B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS
  - 1. April 3, 2018, Regular Meeting
- C. NEW BUSINESS
  - 1. Asticou Resubdivision, 235 & 241 Deming Street (Approval to Connect)
  - 2. 549 Ellington Road, Major Home Occupation (Approval)
  - 3. Miller Road Sewer Extension, Approval
  - 4. Tour of Treatment Plant
  - 5. FY2018/2019 Pollution Control Budget, and Sewer User Charge Rates (Discussion and Approval of information to present at the Public Hearing)
  - 6. Set Time and Date for Public Hearing for the FY2018/2019 Pollution Control Budget and Sewer User Charge Rates
- D. COMMUNICATIONS AND REPORTS
  - 1. Manchester Commercial Sewer Accounts, Update
  - 2. TaxServ/Town Constables Collection (Update)
  - 3. Electronic Payment Option
- E. PUBLIC PARTICIPATION (Items not on the agenda)
- F. BILLS, CHANGE ORDERS, DISBURSEMENTS
- G. UNFINISHED BUSINESS
- H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS
  - 1. Frontier Communications (Update)
  - 2. 357 Pleasant Valley Road
- I. ADJOURNMENT

**MINUTES  
TREATMENT PLANT, 1 VIBERT ROAD**

**REGULAR MEETING  
MAY 1, 2018 at 7:00 PM**

---

**A. ROLL CALL**

**Members Present:** Richard Aries, Donald Antaya, Erik Dabrowski, Carol Fletterick, Toby Lewis, Thomas Ruby and Stephen Wagner

**Members Absent:** Patrick Soucy

**Alternates Absent:** Ed Havens, Jr. and Vicki Paliulis

**Staff Present:** Tony Manfre, Superintendent of Pollution Control  
Ether A. Diaz, Recording Secretary  
Michael J. Gantick, Director of Public Works  
Jeff Lemay, Plant Operator  
Jacob Plona, Plant Operator

**Others Present:** Bruce Kelley, Member of Asticou Investment, LLC.  
Linda Pelletier, 549 Ellington Road

Carol Fletterick, WPCA Secretary called the meeting to order at 7:00 p.m. The following actions were taken during the May 1, 2018 Regular Meeting of the Water Pollution Control Authority (WPCA).

**B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

1. April 3, 2018, Regular Meeting

Motion was made to accept the minutes of the April 3, 2018 Regular Meeting as presented.

The motion was made by Mr. Toby Lewis and seconded by Mr. Donald Antaya. The motion carried.

Chairman Richard Aries arrived at 7:02 p.m.

**C. NEW BUSINESS**

1. Asticou Resubdivision, 235 & 241 Deming Street (Approval to Connect)

Mr. Bruce Kelley was in attendance this evening and presented the application. He explained that this is a proposed 33,260 sf single family, residential lot known as lot #1 or 241 Deming Street. Mr. Kelley was seeking approval for sanitary service for this new lot; he proposed installing a new 6" lateral in the existing main across the street from the new lot.

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

**MINUTES  
TREATMENT PLANT, 1 VIBERT ROAD**

**PAGE 2**

**REGULAR MEETING  
MAY 1, 2018 at 7:00 PM**

---

Mr. Tony Manfre explained that the benefit assessment for this property has previously been paid. However, there will be a payment due of a capacity charge, lateral charge, and connection charge at the current set rate.

Motion was made to approve the connection to the Town's sewerage system for property located at 235 & 241 Deming Street. This approval is subject to the following conditions: (a) Payment of a Capacity Charge, Lateral Charge, and Connection Charge at the current set rate; (b) Technical approval of the Town of South Windsor Engineering Department; and (c) Final Authority approval and acceptance of the sanitary sewerage connection will be conditional upon the installed sewer line having been inspected by the Town staff, and upon the written verification of the Town staff that said sanitary sewer line was installed in substantial conformance with the design plans approved by the Authority, and meeting all regulations and appropriate technical specifications relating to sanitary sewer construction.

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

**2. 549 Ellington Road, Major Home Occupation (Approval)**

Mr. Tony Manfre explained that in 2013, the Authority approved the major home occupation at 549 Ellington Road and the applicant was required to install a private meter for purposes of measuring water from her business. Mr. Manfre explained that in discussing this matter with Ms. Linda Pelletier, property owner, it was decided that installing a private meter was not the best option, however, the property was not added to the commercial billing list at the time. The Planning and Zoning Commission recently reapproved Ms. Pelletier to operate a hairdressing salon on property located at 549 Ellington Road and was asked to seek approval from the WPCA.

Mrs. Linda Pelletier was in attendance this evening. She explained that she's been in business for the last twenty years. Every five years, the Planning & Zoning Commission approves the business as a major home occupation, however, it was not until 2013 that she was informed that she needed approval from the WPCA for sewer service in a major home occupation. She received approval from the Water Pollution Control Authority in 2013. Ms. Pelletier explained that after the WPCA approval, Mr. Fred Shaw visited the location to find a feasible location to install a private meter. However, there was no feasible location for the meter to be installed and it was decided that she will be billed for the minimum flow. She explained that there is three chairs, there are 3 employees including her; there are two (2) sinks and one (1) public bathroom in this business.

Chairman Richard Aries asked if this property is in the commercial billing list. No, said Mr. Manfre, however, Mrs. Pelletier has been informed that it will be added to the commercial billing list for sewer service.

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

**MINUTES  
TREATMENT PLANT, 1 VIBERT ROAD**

**PAGE 3**

**REGULAR MEETING  
MAY 1, 2018 at 7:00 PM**

---

Ms. Pelletier responded that she has no problem paying the sewer bill for the commercial use of the property, however, she wants to make sure that she has not been singled out because she knows of many other major home occupations that are salons and dog groomers that are in a residential zones and may not have been billed for commercial use. Chairman Richard Aries responded that if the major home occupations have been approved by the Authority, the Authority is right to set commercial sewer user fees for the location. Mr. Tony Manfre was asked to find out how many major home occupations are currently operating and included in the commercial billing for sewer service.

Motion to approve the application for a Major Home Occupation to operate a hairdressing salon on the property located at 549 Ellington Road and be put on the commercial billing list.

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

Motion was made to go to Item C4 – Tour of Treatment Plant.

The motion was made by and seconded by  
The motion carried unanimously.

**4. Tour of Treatment Plant**

Included with the meeting Agenda was the agenda for the Plant Tour (see Exhibit A). Mr. Anthony Manfre, Superintendent of Pollution Control introduced Mr. Jeff Lemay and Mr. Jacob Plona, Plant Operators to members of the Authority. Mr. Michael Gantick, Director of Public Works was also in attendance this evening and reported that the National Public Works Week will be from May 20th through May 26th, 2018. As part of the annual celebration of National Public Works Week the South Windsor Public Works Department recognizes a business, a citizen and or an employee. This year, the Public Works Department is pleased to recognize Mr. Jacob Plona, Technician 3 of the Water Pollution Control Division of Public Works. Mr. Gantick explained that Jacob comes to work every day excited and enthusiastic; also Jacob has taken the initiative to advance GIS Technology to the waste water operations and collection system maintenance. Mr. Manfre stated that the Water Pollution Control staff really do a great job. They work very hard to keep the treatment plant maintained and running properly but they also save energy at the same time; they are always conscious about that and they deserve to be applauded. Chairman Richard Aries expressed on behalf of members of the Authority their appreciation to the staff.

Chairman Richard Aries called the meeting to resume at 8:25 pm

**3. Miller Road Sewer Extension, Approval**

Mr. Tony Manfre explained that the Town solicited bid proposals for the Miller Road Sewer Extension project. The Town's estimated budget amount for this project was

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

**MINUTES  
TREATMENT PLANT, 1 VIBERT ROAD**

**PAGE 4**

**REGULAR MEETING  
MAY 1, 2018 at 7:00 PM**

\$340,000. B&W Paving & Landscaping submitted the lowest total bid (\$298,910); see Exhibit B for bid results. The Town Engineer did a background check and is satisfied that B&W is a competent contractor and capable based upon a review of projects that they have done and references contacted (see Exhibit B). Therefore, Mr. Manfre recommended awarding the contract to B&W Paving and Landscaping with \$41,000 for contingency costs.

Motion to approve the extension of sanitary sewer in Miller Road as proposed, to award B & W Construction the contract and to appropriate \$340,000 from the Replacement Reserve.

The motion was made by Mr. Donald Antaya and seconded by Mr. Toby Lewis. The motion carried unanimously.

5. FY2018/2019 Pollution Control Budget, and Sewer User Charge Rates (Discussion and Approval of information to present at the Public Hearing)

Included with the Agenda was the proposed FY 2018/2019 Pollution Control Budget (see Exhibit C). Mr. Stephen Wagner explained that when the Town Council holds a public hearing, they don't take any action on the matters discussed the same night. Therefore, he recommended for next year scheduling things differently; having the public hearing in April and vote on the sewer rates in May. Chairman Richard Aries responded that he's not against that idea, however, he pointed out that there's been many public hearing when nobody comes before the Authority.

Chairman Richard Aries asked Mr. Tony Manfre to report on the proposed budget. Mr. Manfre responded that since the last WPCA meeting the budget was changed. He explained that initially he recommended a sewer user rate in the amount of \$400. However, new information was received and now he's proposing to increase the sewer user rate to \$404. Mr. Manfre explained that early winter this year the State said they were going to repave Ellington Road, and then they said that they were going to postpone paving another year. Since paving was postponed, Mr. Manfre never put this item on the budget, however, the Town is starting to get requests for call before you dig on Ellington Road. When the State paves roads, they pave over all the manholes, explained Mr. Manfre. It is the utilities responsibility to locate and raise the manholes. This costs the Town \$900 per manhole; there are 50 manholes that will need to be raised which is going to cost \$47,500. Mr. Manfre has not heard yet that they are going to repave Ellington Road but he'd like to be prepared for that.

Mr. Michael Gantick, Director of Public Works was in attendance this evening and for point of clarification explained that the Town has a master utility agreement with the State. Since 1985, the State has not increased the reimbursement part of it. Previously the State repaved Sullivan Avenue, and they covered up the manholes. It costed approximately \$27,000 to raise up the manholes and the State reimbursed the Town \$6,000. Mr. Manfre explained that there is 50 manholes on Ellington Road, therefore, he added to the budget \$47,500 for this matter.

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

**MINUTES  
TREATMENT PLANT, 1 VIBERT ROAD**

**PAGE 5**

**REGULAR MEETING  
MAY 1, 2018 at 7:00 PM**

---

There was also another change made in the budget. Mr. Manfre explained that Mr. Matthew Galligan, Town Manager is requiring that all Town vehicles have a GPS devise in it. This was an increase of approximately \$2100. Mr. Manfre proposed increasing the sewer user fee to \$404.

Chairman Richard Aries asked is there any changes to the commercial user rate this year. No, responded Mr. Manfre and explained that at the last WPCA meeting, Mr. Stephen Wagner asked to look at adjusting the commercial flow rate. He explained that currently the commercial sewer user charge is \$385 per 84,000 gallons, Mr. Wagner previously recommended reducing the flow rate from 84,000 gallons. Following his recommendation, Mr. Manfre did a comparison (see Exhibit D) which shows what the revenue is going to be generated on the commercial users either by lowering the flow rate or by increasing the user fee. In reviewing this data, Mr. Wagner recommended lowering the flow rate from 84,000 to 80,000 which will result to a greater revenue from the commercial/industrial users. Mr. Michael Gantick explained that two things that members of the Authority need to understand is how many commercial/industrial users are at the minimum user rate because that will not generate the revenue that is believed to be generated. Also, other water companies, even the Metropolitan District Commission (MDC) are moving towards a more fixed unit cost. Moving more of the revenue stream to the industrial/commercial side will cause an unpredictable revenue. Also, moving in that direction will make the reserve funds more important because those are the things that help stabilization as well.

After a long discussion, members of the Authority agreed to accept the proposed budget and the proposed sewer user charge and further review the option to reduce the flow rate from 84,000 gallons.

Motion was made at 9:15 pm to take a recess for a few minutes.

The motion was made by Chairman Richard Aries and seconded by Mr. Stephen Wagner. The motion carried unanimously.

The meeting resumed at 9:26 pm. Mr. Tony Manfre distributed a copy of the proposed Sewer user Rates, Surcharge Rates, Sewer Assessment Schedule, and Septic Disposal Fees for FY 2017/2018 (see Exhibit E). The proposed sewer user charge is \$404. The sewer assessment protocol for the EDU system is reflected in this document. The septic disposal fees went up from \$135 to \$140. The Authority will further review for next year adjusting the flow rate for the commercial/industrial users.

Motion was made to accept the proposed budget and the sewer user charge rates as presented for purposes of presenting at the Public Hearing.

The motion was made by Mr. Toby Lewis and seconded by Mr. Donald Antaya. The motion carried unanimously.

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

**MINUTES  
TREATMENT PLANT, 1 VIBERT ROAD**

**PAGE 6**

**REGULAR MEETING  
MAY 1, 2018 at 7:00 PM**

---

Mr. Tony Manfre also distributed a copy of the WPCA budget in the amount of \$900.00 (see Exhibit F) for review and approval. Mr. Toby Lewis asked how much would it save if we go paperless with the Agenda package and just be provided via email. Chairman Richard Aries responded that he's not adverse to that idea; he likes the idea of going paperless. Mr. Thomas Ruby expressed that following the FOI it may be a requirement to send a paper copy. Chairman Aries asked Mr. Tony Manfre to find out with the Town Council or the Town Manager the requirements.

Motion was made to approve the WPCA budget for purposes of presenting it at the Public Hearing.

The motion was made by Mr. Toby Lewis and seconded by Mr. Thomas Ruby. The motion carried unanimously.

5. Set Time and Date for Public Hearing for the FY2018/2019 Pollution Control Budget and Sewer User Charge Rates

Motion to set a Public Hearing for June 5, 2018 at 6:30 in the Council Chambers located at South Windsor Town Hall for the proposed fiscal year 2018/2019 Pollution Control Budget and Sewer User Charge Rates.

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

Mr. Tony Manfre explained asked if the Discount Program for the Elderly and Disabled should be done at the same public hearing in June. Chairman Aries asked that it be added to the Agenda for the Public Hearing and further discussed at the Regular Meeting next month.

**D. COMMUNICATIONS AND REPORTS**

1. Manchester Commercial Sewer Accounts, Update

Mr. Tony Manfre reported that Manchester has looked into past due connection charges dating back 2003; seven accounts were identified totaling \$39,474.96 in connection fees that were not paid to South Windsor. The Town of Manchester Water and Sewer department is looking into one more account which is Dave & Busters. Mr. Manfre explained that moving forward, the Town of Manchester is aware that the South Windsor WPCA wants to be notified when properties are connecting to the Town's sewer system.

Mr. Stephen Wagner explained that when somebody in Manchester wants to connect to the South Windsor sewer system, they should come in front of the WPCA for approval. Chairman Richard Aries agreed. Mr. Manfre explained that Manchester can collect the benefit assessment on the property, and South Windsor can collect the connection charges and the user fees.

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

**MINUTES  
TREATMENT PLANT, 1 VIBERT ROAD**

**PAGE 7**

**REGULAR MEETING  
MAY 1, 2018 at 7:00 PM**

---

**2. TaxServ/Town Constables Collection (Update)**

Included with the Agenda was a copy of the Monthly Collections Report for March 2018 from TaxServ Capital Services, LLC. (see Exhibit G). Mr. Manfre reported that the net collection was \$106,516.61 and the current outstanding balance as of March 31st is \$425,996.83. Mr. Manfre did not received the Constables collection report for this month.

**3. Electronic Payment Option**

Mr. Tony Manfre explained that at the last WPCA meeting, members of the Authority discussed the opportunity to provide electronic payments for sewer user bills. This was following the request of Mayor Anwar for having a two billing payment option. Mr. Manfre explained that currently the electronic payment option is offered to the sewer users. They can pay with echeck or credit cards; there is a fee associated with each one. Also, once the sewer user pays a bill, he/she can set up a reminder for their bills. They also have the opportunity to obtain a reminder of the due bill vie email.

Chairman Richard Aries explained that in a vision for the future, the benefit of a low cost way of breaking up these increasingly higher sewer user fees can both be accomplished, whereby the majority of sewer users signing up for a two payment system is automatically deducted. The Authority won't have the problem of people commonly forgetting the second payment or have to worry about sending out a bill for that second payment. Chairman Aries explained that he would like to think of creative ways and efficient ways to offer a two payment plan if the sewer users commit to this type of payment agreement.

**E. PUBLIC PARTICIPATION (Items not on the agenda)**

None

**F. BILLS, CHANGE ORDERS, DISBURSEMENTS**

None

**G. UNFINISHED BUSINESS**

There was no unfinished business. However, at this point Mr. Toby Lewis expressed concern on the attendance of members of the WPCA. He explained that in all fairness for the integrity of this group and for the integrity of the Town, all committees should be looking into this matter. Chairman Richard Aries responded that he is currently reviewing this matter. He is in the process of writing a letter to the Town Council with regards to member's attendance. At the same time some people have shown an exemplary of attendance and dedication to the WPCA, said Chairman Aries. Also, he expressed that he will like to see Mr. Donald Antaya back as a full member, and therefore, he will be suggesting that Mr. Donald Antaya be a substitute on the WPCA.



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

**MINUTES  
TREATMENT PLANT, 1 VIBERT ROAD**

**PAGE 8**

**REGULAR MEETING  
MAY 1, 2018 at 7:00 PM**

---

**H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS**

Motion to go into Executive Session at 10:00 pm to discuss pending claims.

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

Chairman Richard Aries, Donald Antaya, Erik Dabrowski, Ether Diaz, Carol Fletterick, Michael J. Gantick, Toby Lewis, Tony Manfre, Jacob Plona and Stephen Wagner were in attendance during Executive Session.

1. Frontier Communications (Update)
2. 357 Pleasant Valley Road

Motion was made to adjourn Executive Session at 10:05 p.m.

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

**I. ADJOURNMENT**

Motion to adjourn at 10:05 p.m.

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

Respectfully Submitted,

---

Ether A. Diaz, Recording Secretary

## Plant Tour Agenda

1. Headworks Building: *Removes any debris, rags and grit found in the wastewater stream.*
  - a. Wet well exhaust fan needs replaced \$7,000
  - b. Heating system need replace \$40,000
2. Control Building – View Influent Pumps, Motor Control Centers and Gravity Belt Thickeners
  - a. Motor Control Centers (MCC) – Processors \$18,000
  - b. Programmable Logic Controllers (PLC)
3. Primary Clarifiers: *Settles out readily removable solids and skims off fats, oils and grease.*
4. Anoxic Zone Mixers: *Part of the denitrification process; the microbiology (bugs) in the system are starved of oxygen and strip the nitrate molecules of their oxygen atoms releasing nitrogen to the air.*
5. Aeration Tanks: *Provide an oxygen rich environment for the microbiology to feed on incoming bacteria (cleaning the water) and reproduce.*
  - a. Fine Bubble diffuser membranes \$6,600
  - b. Internal Recycle Pump rebuild \$3,200
6. Biofilter: *Odor control system*
7. Aeration Tank Blowers: *Provides dissolved oxygen to the aeration tanks.*
8. Secondary Clarifiers: *Settles out solids that are discharged from the aeration tank effluent.*
9. Disinfection Process: *Flow from the secondary clarifiers' passes through ultraviolet lights which sterilize the DNA/RNA of any residual bacteria in the flow disabling reproduction.*
10. View Collection System Vehicles and Equipment
  - a. Line cleaning nozzles and equipment
  - b. Truck 83 replacement
11. SCADA overview in lobby
12. Tour Laboratory

# MEMORANDUM

To: Anthony Manfre, Superintendent of Pollution Control

From: Jeff Doolittle, P.E., Town Engineer *JBD*

Date: April 30, 2018

Re: Miller Road Sewer Extension Bids

---

The Town received 4 bids for construction of this project on April 19, 2018 that ranged from \$298,910 to \$353,200. A copy of the Bid Opening Summary is attached.

The low bidder is B&W Paving & Landscaping. Their references for sanitary sewer construction report that their sewer work was satisfactory and I find no reason not to award them this project.

Therefore, I recommend this project be awarded to B&W Paving & Landscaping for their bid of \$298,910.

I also recommend the project budget be set at \$340,000 so there is some contingency for unforeseen conditions.

Town Public Works personnel will manage this project and inspect the contractors work and this will save the cost of hiring an outside PM and Inspector.

Please let me know if you have any questions.

## BID OPENING

**OPENING DATE: APRIL 19, 2018**

**OPENING TIME: 11:00 AM**

Robert Bell  
Witness (Signature)

Robert Grillo  
Witness (Printed Name)

Witness (Signature)

Witness (Printed Name)

# MILLER ROAD SEWER EXTENSION BID COMPARISONS

4/19/2018

| Item No. | PAY ITEM  | PAY UNIT | BID QUANTITY | LOW BIDDER #1<br>B&W Paving & Landscaping |           | LOW BIDDER #2<br>Simscoft Echo Farms |            | LOW BIDDER #3<br>VMS Construction |            |
|----------|---|----------|--------------|---|-----------|--------------------------------------|------------|-----------------------------------|------------|
|          |   |          |              | UNIT PRICE \$                             | AMOUNT \$ | UNIT PRICE \$                        | AMOUNT \$  | UNIT PRICE \$                     | AMOUNT \$  |
| 1        | Bituminous Concrete Driveway                          | S.Y.     | 20           | 45.00                                     | 900.00    | 60.00                                | 1,200.00   | 65.00                             | 1,300.00   |
| 2        | Bituminous Concrete Lip Curbing                       | L.F.     | 200          | 6.00                                      | 1,200.00  | 8.00                                 | 1,600.00   | 9.00                              | 1,800.00   |
| 3        | Drainage Pipe Lateral                                 | L.F.     | 20           | 125.00                                    | 2,500.00  | 60.00                                | 1,200.00   | 65.00                             | 1,300.00   |
| 4        | Dust Control - Calcium Chloride Application           | TON      | 4            | 100.00                                    | 400.00    | 1,040.00                             | 4,160.00   | 500.00                            | 2,000.00   |
| 5        | Dust Control - Water Application (per 1,000 gallons)  | K GA     | 20           | 25.00                                     | 500.00    | 175.00                               | 3,500.00   | 1.00                              | 20.00      |
| 6        | Fill Gravel   | C.Y.     | 100          | 35.00                                     | 3,500.00  | 33.00                                | 3,300.00   | 28.00                             | 2,800.00   |
| 7        | Geotextile  | S.Y.     | 50           | 2.00                                      | 100.00    | 10.00                                | 500.00     | 1.00                              | 50.00      |
| 8        | Pavement Marking - Line Striping, 4" White and Yellow | L.F.     | 1,700        | 0.30                                      | 510.00    | 1.00                                 | 1,700.00   | 1.25                              | 2,125.00   |
| 9        | Pavement Patching - Construction                      | S.Y.     | 1,000        | 15.00                                     | 15,000.00 | 5.00                                 | 5,000.00   | 1.00                              | 1,000.00   |
| 10       | Pavement Patching - Permanent                         | S.Y.     | 1,200        | 25.00                                     | 30,000.00 | 25.00                                | 30,000.00  | 22.00                             | 26,400.00  |
| 11       | Pavement Patching - Temporary                         | S.Y.     | 1,000        | 20.00                                     | 20,000.00 | 57.00                                | 57,000.00  | 19.00                             | 19,000.00  |
| 12       | Road Excavation - Test Pit                            | EA.      | 3            | 450.00                                    | 1,350.00  | 500.00                               | 1,500.00   | 1,000.00                          | 3,000.00   |
| 13       | Sanitary Sewer Lateral                                | L.F.     | 340          | 125.00                                    | 42,500.00 | 115.00                               | 39,100.00  | 111.00                            | 37,740.00  |
| 14       | 8" SDR 35 Sanitary Sewer Main 0' to 15' Deep          | L.F.     | 990          | 95.00                                     | 94,050.00 | 110.00                               | 108,900.00 | 124.00                            | 122,760.00 |
| 15       | Sanitary Sewer Manhole                                | EA.      | 4            | 4,000.00                                  | 16,000.00 | 3,100.00                             | 12,400.00  | 9,600.00                          | 38,400.00  |
| 16       | Sediment Control - Erosion Control Barrier            | L.F.     | 100          | 4.00                                      | 400.00    | 5.00                                 | 500.00     | 3.00                              | 300.00     |
| 17       | Sediment Control - Anti-Tracking Pad                  | S.Y.     | 100          | 12.00                                     | 1,200.00  | 9.00                                 | 900.00     | 1.00                              | 100.00     |
| 18       | Sediment Control - Stone Check Dam                    | EA.      | 4            | 350.00                                    | 1,400.00  | 250.00                               | 1,000.00   | 200.00                            | 800.00     |
| 19       | Topsoil - Furnishing and Placing                      | S.Y.     | 350          | 8.00                                      | 2,800.00  | 8.00                                 | 2,800.00   | 1.00                              | 350.00     |
| 20       | Traffic Person - Uniformed Flagger                    | HR.      | 550          | 52.00                                     | 28,600.00 | 37.00                                | 20,350.00  | 56.00                             | 30,800.00  |
|          |   |          |              |   |           |                                      |            |                                   |            |
|          |   |          |              |   |           |                                      |            |                                   |            |
|          |   |          |              |   |           |                                      |            |                                   |            |

SUBTOTAL BID PRICES PAGE BC-1

262,910.00

296,610.00

292,045.00

**MILLER ROAD SEWER EXTENSION  
BID COMPARISONS**

**4/19/2018**

| Item No.  | PAY ITEM  | PAY UNIT | BID QUANTITY | LOW BIDDER #1<br>B&W Paving & Landscaping |            | LOW BIDDER # 2<br>Simscoff Echo Farms |            | LOW BIDDER # 3<br>VMS Construction |            |
|---|---|----------|--------------|---|------------|---------------------------------------|------------|------------------------------------|------------|
|   |   |          |              | UNIT PRICE \$                             | AMOUNT \$  | UNIT PRICE \$                         | AMOUNT \$  | UNIT PRICE \$                      | AMOUNT \$  |
| 21  | Trench Excavation - Rock (0' - 16' deep) (Fixed Rate)                                       | C.Y.     | 70           | 125.00                                    | 8,750.00   | 211.00                                | 14,770.00  | 125.00                             | 8,750.00   |
| 22  | Trench Excavation - Unsuitable Material   | C.Y.     | 100          | 20.00                                     | 2,000.00   | 18.00                                 | 1,800.00   | 15.00                              | 1,500.00   |
| 23  | Turf Establishment  | S.Y.     | 350          | 5.00                                      | 1,750.00   | 8.00                                  | 2,800.00   | 1.00                               | 350.00     |
|   |   |          |              |   |            |                                       |            |                                    |            |
|   |   |          |              |   |            |                                       |            |                                    |            |
|   |   |          |              |   |            |                                       |            |                                    |            |
|   |   |          |              |   |            |                                       |            |                                    |            |
|   |   |          |              |   |            |                                       |            |                                    |            |
| <b>SUBTOTAL BID PRICES PAGE BC-3</b>                              |   |          |              |   | 12,500.00  |                                       | 19,370.00  |                                    | 10,600.00  |
|   |   |          |              |   |            |                                       |            |                                    |            |
| <b>CONSTRUCTION COSTS = TOTAL OF SUBTOTALS PAGES BC-1 TO BC-3</b> |   |          |              |   | 275,410.00 |                                       | 315,980.00 |                                    | 302,645.00 |
|   |   |          |              |   |            |                                       |            |                                    |            |
| 24  | Construction Staking (not to exceed 1% of Construction Costs)                               | L.S.     | 1            | 2,500.00                                  | 2,500.00   | 2,400.00                              | 2,400.00   | 3,000.00                           | 3,000.00   |
| 25  | Dust Control - Sweeping (not to exceed 1% of Const Costs)                                   | L.S.     | 1            | 1,500.00                                  | 1,500.00   | 950.00                                | 950.00     | 1,000.00                           | 1,000.00   |
| 26  | Maint & Protection Traffic (not to exceed 3.5% of Constr                                    | L.S.     | 1            | 8,500.00                                  | 8,500.00   | 1,000.00                              | 1,000.00   | 11,500.00                          | 11,500.00  |
| 27  | Mobilization (not to exceed 5% of Construction Costs)                                       | L.S.     | 1            | 10,000.00                                 | 10,000.00  | 12,400.00                             | 12,400.00  | 22,000.00                          | 22,000.00  |
| 28  | Progress As-Built & Boundary Marker Restoration<br>(not to exceed 1% of Construction Costs) | L.S.     | 1            | 1,000.00                                  | 1,000.00   | 2,500.00                              | 2,500.00   | 2,750.00                           | 2,750.00   |
|   |   |          |              |   |            |                                       |            |                                    |            |
|   |   |          |              |   |            |                                       |            |                                    |            |
|   |   |          |              |   |            |                                       |            |                                    |            |
|   |   |          |              |   |            |                                       |            |                                    |            |

**GRAND TOTAL OF ALL BID PRICES**

**298,910.00**

**335,230.00**

**342,895.00**

## Exhibit C

| <b>REVISED 4/2018</b>            | <b>FY1718 YTD</b> | <b>FY1718 Adopted</b> | <b>FY1718 Adopt/Act Delta</b> | <b>FY1718 PROJECTED</b> | <b>FY1819 PROPOSED</b> |
|----------------------------------|-------------------|-----------------------|-------------------------------|-------------------------|------------------------|
| <b>Personal Services</b>         |                   |                       |                               |                         |                        |
| 110 Full-time Salaries           | 963,940           | 963,940               | 0                             | 1,239,351               | 998,895                |
| 111 Overtime                     | 93,128            | 51,969                | -41,159                       | 119,736                 | 107,319                |
| 112 Longevity                    | 700               | 0                     | -700                          | 700                     | 0                      |
| 113 Part-time Salaries           | 0                 | 0                     | 0                             | 0                       | 0                      |
| 130 Employee Benefits            | 377,222           | 572,606               | 195,384                       | 572,606                 | 599,684                |
| <b>Subtotal:</b>                 | <b>1,434,990</b>  | <b>1,588,515</b>      | <b>153,525</b>                | <b>1,932,393</b>        | <b>1,705,898</b>       |
| <b>Materials &amp; Expenses</b>  |                   |                       |                               |                         |                        |
| 210 Office Supplies              | 1,177             | 1,600                 | 423                           | 1,600                   | 1,600                  |
| 221 Operating Materials          | 44,969            | 84,000                | 39,031                        | 84,000                  | 91,450                 |
| 222 Motor Vehicle Supplies       | 7,912             | 24,620                | 16,708                        | 10,173                  | 24,620                 |
| 223 Uniforms & Clothing          | 5,613             | 15,750                | 10,137                        | 7,217                   | 15,750                 |
| 232 Equipment Repair             | 43,415            | 65,000                | 21,585                        | 55,819                  | 83,000                 |
| <b>Subtotal:</b>                 | <b>103,086</b>    | <b>190,970</b>        | <b>87,884</b>                 | <b>158,809</b>          | <b>216,420</b>         |
| <b>Contractual Services</b>      |                   |                       |                               |                         |                        |
| 310 Advertising                  | 0                 | 0                     | 0                             | 0                       | 0                      |
| 320 Professional                 | 160,444           | 155,999               | -4,445                        | 206,285                 | 160,252                |
| 330 Rentals & Leases             | 11,621            | 26,020                | 14,399                        | 20,000                  | 30,420                 |
| 350 Printing                     | 0                 | 0                     | 0                             | 0                       | 0                      |
| 360 Utilities                    | 318,842           | 491,450               | 172,608                       | 520,000                 | 501,950                |
| 371 Maintenance Contracts        | 301,696           | 464,855               | 163,159                       | 500,000                 | 497,255                |
| 373 Repair Maintenance Equipment | 30,727            | 19,000                | -11,727                       | 39,506                  | 29,700                 |
| 374 Fees & Memberships           | 101               | 1,520                 | 1,419                         | 130                     | 2,670                  |
| 375 Recruitment & Training       | 6,120             | 25,300                | 19,180                        | 7,869                   | 23,480                 |
| 390 Other Purchase Services      | 127,295           | 296,500               | 169,205                       | 290,000                 | 326,000                |
| 393 Internal Service Charge      | 37,240            | 37,240                | 0                             | 37,240                  | 37,240                 |
| <b>Subtotal:</b>                 | <b>994,086</b>    | <b>1,517,884</b>      | <b>523,798</b>                | <b>1,621,030</b>        | <b>1,608,967</b>       |
| <b>Capital Outlay</b>            |                   |                       |                               |                         |                        |
| 430 Capital Projects             | 9,569             | 43,000                | 33,431                        | 43,000                  | 65,000                 |
| 441 Office Equipment             | 0                 | 0                     | 0                             | 0                       | 0                      |
| 442 Department Equipment         | 0                 | 50,000                | 50,000                        | 44,000                  | 96,600                 |
| <b>Subtotal:</b>                 | <b>9,569</b>      | <b>93,000</b>         | <b>83,431</b>                 | <b>87,000</b>           | <b>161,600</b>         |
| <b>Department Total:</b>         | <b>2,541,731</b>  | <b>3,390,369</b>      | <b>848,638</b>                | <b>4,405,667</b>        | <b>3,692,885</b>       |

| CODE NO. & OBJECT DESCRIPTION PROGRAM |                                  | COST                |
|---------------------------------------|----------------------------------|---------------------|
| <b>100 PERSONNEL SERVICES</b>         |                                  | <b>\$ 1,705,898</b> |
| <b>110 - FULL TIME SALARIES</b>       | Pollution Control Superintendent | 76,573              |
|                                       | Plant Supervisor                 | 91,550              |
|                                       | Facilities Mechanic              | 80,226              |
|                                       | Technician 4                     | 80,226              |
|                                       | Technician 4                     | 80,226              |
|                                       | Technician 3                     | 74,298              |
|                                       | Technician 3                     | 74,298              |
|                                       | Technician 3                     | 74,298              |
|                                       | Mechanic 2                       | 74,298              |
|                                       | Mechanic 2                       | 74,298              |
|                                       | Laboratory Analyst               | 74,298              |
|                                       | Mechanic 1                       | 73,570              |
|                                       | Technician 2                     | 59,114              |
|                                       | Administrative Secretary         | 11,625              |
|                                       | <b>Salary Total</b>              | <b>\$ 998,895</b>   |

#### Wastewater Treatment

A flow of 900 million gallons is projected for FY 2018/2019

This activity has an annual manpower requirement of 11,200 hours.

#### Quality Control

The Laboratory Analyst performs chemical and bacteriological analyses of wastewater in measuring treatment performance and operational requirements for compliance with state and federal regulations. The manpower requirement for this function is 2300 hours.



#### Sludge Dewatering and Disposal

In FY2019, approximately 800 tons of sludge will be processed and transported to the Hartford Metropolitan District for disposal. This activity has a manpower requirement of 1500 hours.

#### Pump Stations

The Bureau maintains twelve pump stations. This inspection and maintenance activity has an annual manpower requirement of 3500 hours.

#### Sewer Line Cleaning

The collection system is available to 90% of the Town and extends approximately 140 miles. It services more than 8300 residential units and more than 400 industrial/commercial users. The EPA has established a program requirement for collections systems that parallels that for treatment plants (CMOM). This requires collection system oversight, as well as specific activities for line cleaning, CCTV inspections, I&I investigation and reduction and other assorted maintenance activities and reporting. These activities have a manpower requirement of 6500 hours.

#### Stand-by Compensation

Operator on stand-by for response to emergencies. (\$250 per week)

|    |        |
|----|--------|
| \$ | 13,000 |
|----|--------|

### **111 - OVERTIME**

#### Weekend and Holiday Plant Inspection

(plant operations, record flows and data, inspect equipment, preventive maintenance, etc.)

|  |    |       |
|--|----|-------|
| 13 holidays x 4 hrs. x 2 workers x 2.0 x 35.72 | \$ | 7,430 |
|--|----|-------|

|  |    |        |
|--|----|--------|
| 52 Saturdays x 2hrs. X 2 workers x 1.5 x 35.72 | \$ | 11,145 |
|--|----|--------|

|   |    |        |
|---|----|--------|
| 52 Sundays x 2hrs. X 2 workers x 2 x 35.72            | \$ | 14,860 |
| <u>Alarms and Call Before You Dig (CBYD) Callouts</u> |    |        |

Historical records show that the department responds to approximately 100 alarms per year.

|  |    |        |
|--|----|--------|
| 100 alarms/yr. X 4 hrs. x 2 workers x 1.75 x 35.72 | \$ | 50,008 |
|--|----|--------|

Line Blockages

|  |    |       |
|--|----|-------|
| 2 events/yr. X 3 workers x 4 hrs. x 1.75 x 35.72 | \$ | 1,500 |
|--|----|-------|

Plant and Pump Station Repairs

|                                    |    |       |
|------------------------------------|----|-------|
| 75 hrs. x 2 workers x 1.75 x 35.72 | \$ | 9,377 |
|------------------------------------|----|-------|

|    |               |
|----|---------------|
| \$ | <b>94,319</b> |
|----|---------------|

**114 - TEMPORARY HELP**

Temporary Help

|    |   |
|----|---|
| \$ | - |
|----|---|

**130 - EMPLOYEE BENEFITS**

FICA

|    |        |
|----|--------|
| \$ | 80,548 |
|----|--------|

BC/BS

|    |         |
|----|---------|
| \$ | 305,048 |
|----|---------|

Dearborn Life

|    |       |
|----|-------|
| \$ | 8,086 |
|----|-------|

LTD

|    |       |
|----|-------|
| \$ | 1,570 |
|----|-------|

STD

|    |     |
|----|-----|
| \$ | 585 |
|----|-----|

W/C

|    |        |
|----|--------|
| \$ | 41,624 |
|----|--------|

ICMA

|    |        |
|----|--------|
| \$ | 58,022 |
|----|--------|

Lab Certification

|    |       |
|----|-------|
| \$ | 1,500 |
|----|-------|

Aetna Pension

|    |        |
|----|--------|
| \$ | 95,602 |
|----|--------|

CDL License

|    |       |
|----|-------|
| \$ | 2,500 |
|----|-------|

State Licenses

|    |       |
|----|-------|
| \$ | 4,600 |
|----|-------|

|    |                |
|----|----------------|
| \$ | <b>599,684</b> |
|----|----------------|

| CODE NO. & OBJECT DESCRIPTION       | PROGRAM  | COST  |
|-------------------------------------|--|---|
| <b>200 MATERIALS AND SUPPLIES</b>   |  | <b>\$ 216,420</b>   |
| <b>210 - OFFICE SUPPLIES</b>        | Paper, pens, fax and printer cartridges  | <u>\$ 1,600</u>   |
| <b>221 - OPERATING SUPPLIES</b>     | 221.1 Plant Supplies<br>221.2 Publications<br>221.3 Shop Supplies<br>221.4 Signs<br>221.5 Emergency<br>221.6 Custodial Supplies<br>221.7 Line Cleaning Supplies<br>221.8 Safety Supplies<br>221.9 Chemicals<br>221.10 Building Supplies<br>221.11 Plumbing Supplies<br>221.12 Laboratory Supplies<br>221.13 Hardware Supplies<br>221.14 Sludge Disposal<br>221.15 Lubricants<br>221.16 Electrical Supplies | \$ 1,000<br>\$<br>\$ 4,000<br>\$ 1,200<br>\$ 1,500<br>\$ 3,500<br>\$ 15,000<br>\$ 4,000<br>\$ 25,000<br>\$ 1,750<br>\$ 2,000<br>\$ 18,500<br>\$ 3,500<br>\$ 2,500<br>\$ 4,500<br>\$ 3,500<br><u>\$ 91,450</u> |
| <b>222 - MOTOR VEHICLE SUPPLIES</b> | Assumptions: Gasoline \$2.80 gal., Diesel \$ 2.90 gal.<br>Equipment No. Usage (gallons)  | <u>\$ 24,620</u>  |
|                                     | Diesel Generators - Pump Stations 600<br>81SW - 2017 Ford F-250 400<br>82SW - 2014 Ford E-350 Camera Truck 500<br>83SW - 2005 F450 Utility Truck 800<br>84SW - 1995 Ford LN9000 Vacuum Truck 300<br>80SW - 2009 Ford Explorer 300<br>86SW - 2008 Combination Truck 1500  | \$ 1,740<br>\$ 1,120<br>\$ 1,400<br>\$ 2,240<br>\$ 870<br>\$ 840<br>\$ 4,350  |

|                                      |     |                  |
|--------------------------------------|-----|------------------|
| 87SW - 2014 Ford F-350 Utility Truck | 400 | \$ 1,120         |
| Pumps/Misc Equipment                 | 100 | \$ 290           |
|                                      |     | <u>\$ 13,970</u> |

#### Repair Parts

|                                      |  |                  |
|--------------------------------------|--|------------------|
| Portable Equipment                   |  | \$ 1,200         |
| 80SW - 2009 Ford Explorer            |  | \$ 500           |
| 81SW - 2017 Ford F-250               |  | \$ 750           |
| 82SW - 2014 Ford E-350 Camera Truck  |  | \$ 500           |
| 83SW - 2005 F450 Utility Truck       |  | \$ 1,200         |
| 84SW - 1995 Ford LN9000 Vacuum Truck |  | \$ 1,500         |
| 86SW - 2008 Combination Truck        |  | \$ 4,500         |
| 87SW - 2014 Ford F-350 Utility Truck |  | \$ 500           |
|                                      |  | <u>\$ 10,650</u> |

#### 223 - UNIFORMS

|                                       |  |                  |
|---------------------------------------|--|------------------|
| Uniform rental program - 12 employees |  | \$ 10,000        |
| Safety Shoes                          |  | \$ 3,250         |
| New/Replacement Clothes               |  | \$ 2,500         |
|                                       |  | <u>\$ 15,750</u> |

#### 232 - EQUIPMENT REPAIR

Materials for repair & maintenance of Treatment Plant equipment and pump stations:

|                        |  |                  |
|------------------------|--|------------------|
| Plant Equipment        |  | \$ 55,000        |
| Pump Station Equipment |  | \$ 28,000        |
|                        |  | <u>\$ 83,000</u> |

| CODE NO. & OBJECT DESCRIPTION     | PROGRAM                               | COST                |
|-----------------------------------|---------------------------------------|---------------------|
| <b>300 - CONTRACTUAL SERVICES</b> |                                       | <b>\$ 1,608,967</b> |
| <b>310 - Advertising/Printing</b> | Advertisements                        | \$ -                |
| <b>320 - PROFESSIONAL</b>         |                                       |                     |
|                                   | JobCal Support                        | \$ -                |
|                                   | Rockwell Support                      | \$ 2,000            |
|                                   | Debt Mgt.                             | \$ 2,000            |
|                                   | Water Consumption Reports             | \$ 1,200            |
|                                   | Insurance Premiums                    | \$ 137,652          |
|                                   | Legal Fees                            | \$ -                |
|                                   | NPDES Compliance Testing              | \$ 14,000           |
|                                   | NPDES Permit                          | \$ 2,400            |
|                                   | Random Drug Testing and Innoculations | \$ 1,000            |
|                                   |                                       | <u>\$ 160,252</u>   |
| <b>330 - RENTAL &amp; LEASES</b>  |                                       |                     |
|                                   | Cell Phone Services                   | \$ 19,500           |
|                                   | Replacement Cell Phones (4)           | \$ 1,600            |
|                                   | GPS Rental                            | \$ 2,100            |
|                                   | SCADA Line Equipment Rental           | \$ 3,300            |
|                                   | Security System                       | \$ 2,000            |
|                                   | Copier                                | \$ 1,920            |
|                                   |                                       | <u>\$ 30,420</u>    |
| <b>360 - UTILITIES</b>            |                                       |                     |
|                                   | 360.1 Electricity FY 2019 Estimate    |                     |
|                                   | Plant and UV System                   | \$ 340,000          |
|                                   | Pump Stations                         |                     |
|                                   | Avery                                 | \$ 4,000            |
|                                   | Barrington                            | \$ 2,500            |
|                                   | Benedict                              | \$ 30,000           |

|   |  |                   |
|---|--|-------------------|
|   | Controls/PLC Service Contract                          | \$ 5,000          |
|   |  | <u>\$ 497,255</u> |
| <b>373 - REPAIR MAINTENANCE EQUIPMENT</b> | Service calls  | \$ 6,000          |
|   | Hoist Certification                                    | \$ 3,000          |
|   | Fire Extinguisher Testing and Certifications           | \$ 1,200          |
|   | Retrieval and Fall Protection Certification            | \$ 2,800          |
|   | Backflow Preventer Certifications                      | \$ 1,500          |
|   | Boiler Certifications                                  | \$ 3,000          |
|   | Internal Recycle Pump Rebuild                          | \$ 3,200          |
|   | TWAS Pump Rebuild                                      | \$ -              |
|   | Machining  | \$ 3,500          |
|   | Flow Meter Calibrations                                | \$ 1,500          |
|   | Equipment Calibrations/Certifications                  | \$ 4,000          |
|   |  | <u>\$ 29,700</u>  |
| <b>374 - FEES &amp; MEMBERSHIPS</b>       | Water Environment Federation                           | \$ 1,650          |
|   | Annual Meetings  | \$ 800            |
|   | C.W.P.A.A.   | \$ 220            |
|   |  | <u>\$ 2,670</u>   |
| <b>375 - RECRUITMENT &amp; TRAINING</b>   | Training materials, technical seminars and conferences | 18000             |
|   | DEEP Licensing Exams                                   | 480               |
|   | NASSCO   | 2500              |
|   | Safety and Compliance Training                         | 2500              |
|   |  | <u>\$ 23,480</u>  |
| <b>390 - OTHER PURCHASE SERVICES</b>      | Vernon Sanitary Sewer Service (469 Units)              | \$ 260,000        |
|   | MDC Sanitary Sewer Service                             | \$ 14,000         |
|   | Manchester Sanitary Sewer Service 85 units             | \$ 52,000         |
|   |  | <u>\$ 326,000</u> |
| <b>393 - INTERNAL SERVICE CHARGE</b>      | Engineering Dept and Collector of Revenue              | <u>\$ 37,240</u>  |

| CODE NO. & DESCRIPTION            | PROGRAM   | COST   |
|-----------------------------------|---|--|
| <b>400 - CAPITAL OUTLAY</b>       |   | <b>\$161,600</b>   |
| <b>430 - CAPITAL PROJECTS</b>     | Loading Dock Replacement (OSHA Violation)<br>Wetwell Exhaust Fan<br>Alarm System Radio Replacement<br>Processor Replacement - UV System<br>Processor/OIT Replacement - Pleasant Valle<br>Bar Screen Grinder<br>Bar Screen Press<br>Sludge Storage Tank Stairs<br>Headworks Heater | \$0<br>\$7,000<br>\$0<br>\$0<br>\$18,000<br>\$0<br>\$0<br>\$-<br>\$40,000<br><u>\$65,000</u> |
| <b>441 - OFFICE EQUIPMENT</b>     |   | <u>\$0</u>   |
| <b>442 - DEPARTMENT EQUIPMENT</b> | Replacement Truck 83 (Utility Truck)<br>Trailer<br>Fine Bubble Diffusers (1300)   | \$90,000<br>\$0<br>\$6,600<br><u>\$96,600</u>  |

**BUREAU OF POLLUTION CONTROL**  
**STATEMENT OF ACTUAL AND ESTIMATED REVENUES**

| <u>Sources of Revenue</u>                  | <u>Actual<br/>FY1617</u> | <u>Estimated<br/>FY1718</u> | <u>Estimated<br/>FY1819</u> |
|--|--------------------------|-----------------------------|-----------------------------|
| Sewer User Charges                         | \$ 4,416,836             | \$ 4,427,500                | \$ 4,727,535                |
| Industrial Surcharges                      | \$ -                     |                             | \$ -                        |
| Septic Dumping Fees                        | \$ 8,242                 | \$ 10,000                   | \$ 11,000                   |
| <b>Subtotal</b>                            | <b>\$ 4,424,878</b>      | <b>\$ 4,437,500</b>         | <b>\$ 4,738,535</b>         |
| Permit Fees                                | \$ 4,184                 | \$ 4,000                    | \$ 4,000                    |
| Assessments                                | \$ 59,860                | \$ 10,000                   | \$ 30,000                   |
| Interest Income                            | \$ 145,270               | \$ 160,000                  | \$ 160,000                  |
| Lien Fees                                  | \$ 22,270                | \$ 25,000                   | \$ 25,000                   |
| Connection Charges                         | \$ 94,982                | \$ 90,000                   | \$ 100,000                  |
| Grant Reimbursement/Loan                   | \$ -                     | \$ 27,450                   | \$ -                        |
| Transfer from Reserve for Capital Projects | \$ -                     | \$ -                        | \$ 100,000                  |
| Gen. Gov. Sundry                           | \$ 990                   | \$ 2,035                    | \$ 1,000                    |
| Cancel Pr. Year Encumbrances               | \$ 9,156                 | \$ -                        | \$ -                        |
| Internal Services                          | \$ 28,350                | \$ 28,350                   | \$ 33,000                   |
| Investment Interest Earnings               | \$ 110                   | \$ 190                      | \$ 150                      |
| <b>Subtotal</b>                            | <b>\$ 365,172</b>        | <b>\$ 347,025</b>           | <b>\$ 453,150</b>           |
| <b>Total</b>                               | <b>\$ 4,790,050</b>      | <b>\$ 4,784,525</b>         | <b>\$ 5,191,685</b>         |

**SPECIAL REVENUE POLLUTION CONTROL & WASTEWATER TREATMENT FUND**

**DEBT SERVICE - PRINCIPAL & INTEREST**

|   | <u>Department<br/>Request</u> | <u>Manager<br/>Proposed</u> | <u>Council<br/>Approved</u> |
|---|-------------------------------|-----------------------------|-----------------------------|
| <u>TOWN OF VERNON:</u>  |                               |                             |                             |
| Vernon Upgrade  | \$ 87,000                     |                             |                             |
| <br><u>State Grant UV System: (Final Pmt. July 1, 2021)</u>         |                               |                             |                             |
| Principal   | \$ 45,655                     |                             |                             |
| Interest  | \$ 2,458                      |                             |                             |
| Subtotal  | \$ 48,113                     |                             |                             |
| <br><u>Pleasant Val. Pump Station Upgrade( Final Pmt. FY 25/26)</u> |                               |                             |                             |
| Principal   | \$ 21,288                     |                             |                             |
| Interest  | \$ 2,933                      |                             |                             |
| Subtotal  | \$ 24,221                     |                             |                             |
| <br><u>Submersible Pump Station Upgrade( Final Pmt FY26/27)</u>     |                               |                             |                             |
| Principal   | \$ 80,977                     |                             |                             |
| Interest  | \$ 13,327                     |                             |                             |
| Subtotal  | \$ 94,304                     |                             |                             |
| <br><u>Dry Pit Pump Station Upgrades( Final Pmt. FY 27/28)</u>      |                               |                             |                             |
| Principal   | \$ 95,000                     |                             |                             |
| Interest  | \$ 45,685                     |                             |                             |
| Subtotal  | \$ 140,685                    |                             |                             |
| Total Debt Service  | \$ 307,323                    |                             |                             |

**CAPITAL IMPROVEMENTS**

**TREATMENT SYSTEM:**

|                               |           |          |
|-------------------------------|-----------|----------|
| Loading Dock Repair           | \$ -      |          |
| Outfall Stabilization         | \$ 60,000 | (20,000) |
| Benedict Dr. Design Plans     | \$ 50,000 |          |
| Pump Station Assessment Study | \$ 75,000 |          |

**COLLECTION SYSTEM:**

|  |                     |           |
|--|---------------------|-----------|
| Sullivan Avenue Siphon                                     | \$ 750,000          | (200,000) |
| Miller Road  |                     | (340,000) |
| Vegetation Management Plan                                 | \$ -                | (286,000) |
| Manhole Rehab., I/I Removal (Reserve for Capital Projects) | \$ 60,000           |           |
| Raise Ellington Road Manholes 50 @ \$950                   | \$ 47,500           |           |
|  | <b>\$ 1,042,500</b> |           |

**CONTRIBUTIONS TO RESERVE FUNDS**

|                     |                   |          |
|---------------------|-------------------|----------|
| Operating Reserve   | \$ 75,000         | (25,000) |
| Replacement Reserve | \$ 50,000         | (50,000) |
|                     | <b>\$ 125,000</b> |          |

**Debt Service/CIP Total \$ 1,561,823 (846,000)**



### Adjust Budget Items to Determine User Fee

| Budget Item description            | FY 2017-18         | FY 2018-19         | FY 2019-20         | FY 2020-21         | FY 2021-22         | FY 2022-23         |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Operating budget                   | \$3,377,369        | \$3,690,785        | \$3,764,601        | \$3,839,893        | \$3,916,691        | \$3,995,024        |
| Debt service                       | \$297,713          | \$394,323          | \$400,000          | \$390,000          | \$390,000          | \$390,000          |
| Replacement Reserve                | \$47,000           | \$50,000           | \$180,000          | \$175,000          | \$200,000          | \$200,000          |
| Operating reserve                  | \$87,000           | \$75,000           | \$100,000          | \$100,000          | \$75,000           | \$75,000           |
| <b>Capital Improvements</b>        | <b>\$1,048,625</b> | <b>\$1,042,500</b> | <b>\$1,879,333</b> | <b>\$1,650,250</b> | <b>\$2,391,651</b> | <b>\$2,191,054</b> |
| WPCA                               | \$900              | \$900              | \$900              | \$900              | \$900              | \$900              |
| <b>Total Budget</b>                | <b>\$4,858,607</b> | <b>\$5,253,508</b> | <b>\$6,324,834</b> | <b>\$6,156,043</b> | <b>\$6,974,242</b> | <b>\$6,851,978</b> |
|                                    |                    |                    |                    |                    |                    |                    |
| Other Sources of Revenue           | \$388,250          | \$353,150          | \$388,250          | \$388,250          | \$388,250          | \$388,250          |
| Use Funds from Replacement Reserve | \$106,531          | \$100,000          | \$0                | \$0                | \$0                | \$0                |
| Use Funds from Operating Reserve   | \$0                | \$100,000          | \$0                | \$0                | \$0                | \$0                |
|                                    |                    |                    |                    |                    |                    |                    |
| Commercial Flows                   | 256,625,029        | 281,225,841        | 286,850,358        | 292,587,365        | 298,439,112        | 304,407,895        |
| Residential Flows                  | <u>708,876,000</u> | <u>709,376,000</u> | <u>723,563,520</u> | <u>738,034,790</u> | <u>752,795,486</u> | <u>767,851,396</u> |
| Total flows                        | 965,501,029        | 990,601,841        | 1,010,413,878      | 1,030,622,155      | 1,051,234,598      | 1,072,259,290      |
|                                    |                    |                    |                    |                    |                    |                    |
| <b>User Fee calculation</b>        | <b>\$385</b>       | <b>\$404</b>       | <b>\$501</b>       | <b>\$477</b>       | <b>\$534</b>       | <b>\$514</b>       |
| increase over previous year        | \$11               | \$19               | \$96               | \$0                | \$57               | -\$20              |
|                                    |                    |                    |                    |                    |                    |                    |
| <b>Reserve/Fund Balances</b>       |                    |                    |                    |                    |                    |                    |
| Replacement Reserve Balance        | \$1,147,292        | \$797,292          | \$977,292          | \$1,152,292        | \$1,352,292        | \$1,552,292        |
| Operating Reserve Balance          | \$ 837,316         | \$ 812,316         | \$ 912,316         | \$ 1,012,316       | \$ 1,087,316       | \$ 1,162,316       |
| I/I Removal & Manhole Rehab        | \$ 160,940         | \$ 220,940         |                    |                    |                    |                    |

> RESERVES REFLECT MILLER ROAD COST \$300,000

#### RESERVE GOALS:

REPLACEMENT RESERVE (2% Of Pollution

Abatement Facility Asset Value)=  $\$220,000,000 \times 2\% = \$ 4,400,000$

OPERATING RESERVE (25% Of Operating Budget) =  $\$3,690,785 \times 25\% = \$ 922,696$

## FLOW REVENUE COMPARISON

COMMERCIAL FLOW= 281,225,841 GALLONS

### COMMERCIAL USER IMPACT

| USER FEE | \$415       | \$410       | \$405       | \$400       | \$395       | \$390       | \$385       |
|----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 84,000   | \$1,389,390 | \$1,372,650 | \$1,355,910 | \$1,339,171 | \$1,322,431 | \$1,305,691 | \$1,288,952 |
| 80,000   | \$1,458,859 | \$1,441,282 | \$1,423,706 | \$1,406,129 | \$1,388,553 | \$1,370,976 | \$1,353,399 |
| 75,000   | \$1,556,116 | \$1,537,368 | \$1,518,620 | \$1,499,871 | \$1,481,123 | \$1,462,374 | \$1,443,626 |
| 70,000   | \$1,667,267 | \$1,647,180 | \$1,627,092 | \$1,607,005 | \$1,586,917 | \$1,566,830 | \$1,546,742 |

COMMERCIAL FLOW= 281,225,841 GALLONS

### NET COMMERCIAL USER IMPACT

| USER FEE | \$415     | \$410     | \$405     | \$400     | \$395     | \$390     | \$385     |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 84,000   | \$100,438 | \$83,698  | \$66,959  | \$50,219  | \$33,479  | \$16,740  | \$0       |
| 80,000   | \$169,907 | \$152,331 | \$134,754 | \$117,177 | \$99,601  | \$82,024  | \$64,448  |
| 75,000   | \$267,165 | \$248,416 | \$229,668 | \$210,919 | \$192,171 | \$173,423 | \$154,674 |
| 70,000   | \$378,316 | \$358,228 | \$338,141 | \$318,053 | \$297,965 | \$277,878 | \$257,790 |

TOWN OF SOUTH WINDSOR  
Sewer User Rates, Surcharge Rates, Sewer Assessment Schedule, and Exhibit E  
Septic Disposal Fees for FY 2018/2019

Sewer User Rates

| <u>Class of User</u>                          | <u>July 1, 2018 – June 30, 2019</u>                      |
|---|--|
| Residential (single family, condo unit)       | \$404.00 – Flat rate per unit                            |
| Commercial/Industrial<br>(per 84,000 gallons) | \$404.00 – Minimum charge per<br>business or condo unit. |

The Pro-rate adjustment for Fiscal Year 2017-2018 shall be as follows:

|         | <u>Date of Permit</u> | <u>Amount</u> | <u>Date of Permit</u> | <u>Amount</u> |
|---------|-----------------------|---------------|-----------------------|---------------|
| Between | 7/01/18 – 7/31/18     | \$404.00      | 1/01/19 – 1/31/19     | \$ 202.04     |
|         | 8/01/18 – 8/31/18     | \$370.34      | 2/01/19 – 2/29/19     | \$ 168.38     |
|         | 9/01/18 – 9/30/18     | \$336.68      | 3/01/19 – 3/31/19     | \$ 134.72     |
|         | 10/01/18 – 10/31/18   | \$303.02      | 4/01/19 – 4/30/19     | \$ 101.06     |
|         | 11/01/18 – 11/30/18   | \$269.36      | 5/01/19 – 5/31/19     | \$ 67.40      |
|         | 12/01/18 – 12/31/18   | \$235.70      | 6/01/19 – 6/30/19     | \$ 33.74      |

Sewer User Surcharge Rates for Excessive Solids:

|                                    |            |
|------------------------------------|------------|
| Biochemical Oxygen Demand (B.O.D.) | \$0.61/lb. |
| Total Suspended Solids (TSS)       | \$0.72/lb  |

Sewer Assessment Schedule

|                       | <u>Base</u> | <u>Frontage</u> | <u>Lateral</u>      | <u>Connection Charge</u> |
|-----------------------|-------------|-----------------|---------------------|--------------------------|
| Residential, School   | \$2,655     | \$42 per foot   | \$1,200 per lateral | \$1,200 per unit         |
| Commercial/Industrial | \$2,655     | \$80 per foot   | \$1,200 per lateral | \$3,845 per acre         |

Septic Disposal Fees:        \$140    Per 1,500 gallons

Equivalent Dwelling Unit (EDU) Table:

| <u>EDU</u> | <u>BEDROOMS</u> |  | <u>EDU</u> | <u>WATER METER<br/>SIZE</u> |
|------------|-----------------|--|------------|-----------------------------|
| 0.75       | 2 OR LESS       |  | 1          | <1"                         |
| 1          | 3               |  | 2          | 1"                          |
| 1.25       | 4               |  | 3          | 1.5"                        |
| 1.5        | 5               |  | 4          | 2"                          |
| 2          | 6               |  | 6          | 3"                          |
| 3          | 7-9             |  | 8          | 4"                          |
| 4          | 10-12           |  | 12         | 6"                          |
| 5          | 13-15           |  | 16         | 8"                          |
| 6          | 16-18           |  | 20         | 10"                         |
| 7          | 19-21           |  | 24         | 12"                         |
| 8          | 22-24           |  |            |                             |
| 9          | 25-27           |  |            |                             |
| 10*        | 28-30           |  |            |                             |

\*1 EDU will be applied for every 3 bedrooms over 30 bedrooms

The foregoing user rates are established based upon estimated budget requirements and operating costs for the Pollution Control Division of the Public Works Department.

Richard Aries, Chairman  
Water Pollution Control Authority

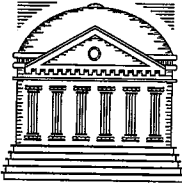
**FUNCTION  
GENERAL GOVERNMENT**

**TOWN OF SOUTH WINDSOR  
WATER POLLUTION CONTROL AUTHORITY  
BOARDS AND COMMISSIONS**

**ACCOUNT NO: 1112-1129**

| EXPENDITURE<br>CLASSIFICATION | FY1617<br>ACTUAL | FY1718<br>ADOPTED | FY1718<br>ACTUAL | FY1718<br>ESTIMATED | 2017-2018<br>TOTAL | 2018-2019<br>DEPARTMENT<br>REQUEST | 2017-2018<br>WPCA<br>PROPOSED |
|-------------------------------|------------------|-------------------|------------------|---------------------|--------------------|------------------------------------|-------------------------------|
| PERSONAL SERVICES             |                  |                   |                  |                     |                    |                                    |                               |
| 110 FULL TIME SALARIES        |                  |                   |                  |                     | -                  |                                    |                               |
| SUBTOTAL:                     | -                | -                 | -                | -                   | -                  | -                                  | -                             |
| MATERIALS & EXPENSES          |                  |                   |                  |                     |                    |                                    |                               |
| 210 OFFICE SUPPLIES           | 50               | 50                | -                | 155                 | 50                 | 50                                 |                               |
| SUBTOTAL:                     | 50               | 50                | -                | 155                 | 50                 | 50                                 | -                             |
| CONTRACTUAL SERVICES          |                  |                   |                  |                     |                    |                                    |                               |
| 310 ADVERTISING               | 1,012            | 850               | -                | 850                 | 850                | 850                                |                               |
| 320 PROFESSIONAL              |                  |                   | -                |                     | -                  | -                                  |                               |
| 350 PRINTING                  | -                | -                 | -                | -                   | -                  | -                                  |                               |
| 374                           |                  |                   |                  |                     |                    |                                    |                               |
| SUBTOTAL:                     | 1,012            | 850               | -                | 850                 | 850                | 850                                | -                             |
| CAPITAL OUTLAY                |                  |                   |                  |                     |                    |                                    |                               |
| 430 Capital Projects          | -                |                   |                  |                     | -                  |                                    |                               |
| 441 Office Equipment          | -                |                   |                  |                     |                    | -                                  |                               |
| SUBTOTAL                      |                  | -                 | -                | -                   | -                  | -                                  | -                             |
| DEPARTMENT TOTAL:             | 1,062            | 900               | -                | 1,005               | 900                | 900                                | -                             |

See Exhibit F



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)

Exhibit G

April 17, 2018

Via Email

Anthony Manfre  
Superintendent  
Town of South Windsor  
Water Pollution Control Authority  
1540 Sullivan Avenue  
South Windsor, CT 06074

Re: Professional Services Agreement dated April 1, 2018 ("Contract")  
Monthly Collections Report for March 2018 ("Report")

Dear Mr. Manfre:

The following presents the collections report for the delinquent accounts placed with TaxServ Capital Services, LLC ("TaxServ") for the month of March 2018.

1. Status for March 2018: The following Table 1 presents the characteristics of the bills placed for collection with interest, costs accrued and collections through March 2018:

Number of Active Bills/Accounts: 733 / 257

Lien Age Range: 2008-2018

**Table 1**

| Category                | Original Balance <sup>(1)</sup> | Collected Amount <sup>(2)</sup> | Current Balance <sup>(3)</sup> |
|-------------------------|---------------------------------|---------------------------------|--------------------------------|
| Principal               | \$532,652.10                    | \$273,229.98                    | \$257,722.83                   |
| Interest                | \$173,713.45                    | \$129,235.55                    | \$99,196.15                    |
| Collection Fee          | \$105,954.83                    | \$60,206.92                     | \$53,537.85                    |
| Costs of Collection     | \$33,646.41                     | \$17,970.43                     | \$15,540.00                    |
| <b>Total Receivable</b> | <b>\$845,966.79</b>             | <b>\$480,642.88</b>             | <b>\$425,996.83</b>            |

Total gross historical collections are \$480,642.88 (\$420,435.96 net of collection fees). Total gross collections in March 2018 are \$121,741.56 (\$106,516.61 net of collection fees) and described in Table 2. A report that details the Table 2 collections is attached hereto as Schedule A.

**Table 2**

| Collected by       | Principal          | Interest           | Costs of Collection | Net Tax Collected   | Collection Fee     | Total Collected     |
|--------------------|--------------------|--------------------|---------------------|---------------------|--------------------|---------------------|
| South Windsor      | \$32,139.20        | \$13,810.97        | \$2,085.20          | \$48,035.37         | \$6,820.27         | \$54,855.64         |
| TaxServ            | \$39,217.47        | \$16,813.68        | \$2,450.09          | \$58,481.24         | \$8,404.68         | \$66,885.92         |
| <b>Grand Total</b> | <b>\$71,356.67</b> | <b>\$30,624.65</b> | <b>\$4,535.29</b>   | <b>\$106,516.61</b> | <b>\$15,224.95</b> | <b>\$121,741.56</b> |

2. Table 3 provides a summary of Schedule B which provides total number of attempts to collect for both Outstanding and Redeemed accounts.

**Table 3**

| Description        | March 2018<br>Count of<br>Attempts | Total Count of<br>Attempts | Average of<br>Total Count of<br>Attempts |
|--------------------|------------------------------------|----------------------------|--|
| Outstanding        | 18                                 | 1,836                      | 7  |
| Redeemed           | 21                                 | 536                        | 4  |
| <b>Grand Total</b> | <b>39</b>                          | <b>2,362</b>               | <b>6</b>                                 |

3. Collection Charts: Attached hereto as Schedule A1 through Schedule A3 are the collection charts providing for monthly and cumulative collections, monthly collection comparison and collection rates by Grand List year. Schedule B provide the detail and summary of attempts made to collect.

Thank you and please advise if you have any questions or comments.

Sincerely,



Maria Thomas  
Service Manager  
TaxServ Capital Services, LLC  
Phone: (561)799-9626 ext 303  
Email: mthomas@taxserv.com

cc: Mr. Roger Blain  
Ms. Rhonda Gelormino

SCHEDULE A1  
South Windsor CT - TAXSERV CAPITAL SERVICES, LLC  
MONTHLY COLLECTIONS FOR THE PERIOD May 2017 THROUGH March 2018

