

received November 2, 2018 3:00 pm
O. Y. Anthony, 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
SPRINKLE ROOM, TOWN HALL

AGENDA

NOVEMBER 7, 2018
7:00 P.M.

-
- A. ROLL CALL
 - B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS
 - 1. October 2, 2018, Regular Meeting
 - C. NEW BUSINESS
 - 1. Pride Station, 1049 John Fitch Boulevard (Approval to Connect)
 - 2. Sewer Service for I-291 Coordinator Development - Ellington Road (Discussion)
 - 3. Distribution Center, 359 Ellington Road (Approval to Connect)
 - 4. Eli Terry Elementary School, 569 Griffin Road (Approval to Connect)
 - 5. Philip R. Smith Elementary School, 949 Avery Street (Approval to Connect)
 - 6. Frontier pending litigation (Resolution/Approval)
 - 7. WPCA Budget FY2017/2018 (Approval to Closeout)
 - 8. WPCA Annual Report FY2017/2018 (Review and Approve)
 - 9. WPCA Calendar for 2019 (Review and Approve)
 - D. COMMUNICATIONS AND REPORTS
 - 1. CIP Report
 - a. Vegetation Management Plan
 - b. Miller Road
 - c. Evaluation Study
 - d. Sullivan Avenue Siphon
 - e. Ellington Road Manhole Raising
 - 2. Collection of Delinquent Accounts
 - 3. Cured in Place Pipe (CIPP) West Hartford Collapse
 - 4. DEEP Required Operator Training
 - 5. Wastewater Management Leadership Program
 - 6. Tim Friend, Plant Supervisor-Retirement
 - E. PUBLIC PARTICIPATION (Items not on the agenda)
 - F. BILLS, CHANGE ORDERS, DISBURSEMENTS
 - G. UNFINISHED BUSINESS
 - 1. Carla's Pasta (Discussion)
 - H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS
 - I. ADJOURNMENT

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A. ROLL CALL

Members Present: Richard Aries, Erik Dabrowski, Carol Fletterick, and Stephen Wagner

Members Absent: Toby Lewis, Thomas Ruby

Alternates Present: Vicki Paliulis

Alternates Absent: Anitha Elango

Staff Present: Tony Manfre, Superintendent of Pollution Control
Ether A. Diaz, Recording Secretary

Others Present: James R. Channing of Pride Stores, LLC
Richard Reynolds, Project Engineer for Eli Terri School
Ben Wheeler of Design Professionals, Inc.
Suzanne Choate of Design Professionals, Inc.
Andrew Paterna, Deputy Mayor
Robbie Gerrick, Town Attorney
Attorney Donald W. Doeg of Updike, Kelly & Spellacy, P.C.
Chris Ecsedy of Fuss & O'Neill
Sergio Squatrito of Carla's Pasta

Chairman Richard Aries called the meeting to order at 7:05 p.m. The following actions were taken during the November 7, 2018 Regular Meeting of the Water Pollution Control Authority (WPCA).

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. October 4, 2018, Regular Meeting

Motion to accept the minutes of the September 4, 2018, regular meeting as presented.

The motion was made by Ms. Carol Fletterick, and seconded by Ms. Vicki Paliulis
Mr. Stephen Wagner abstained.

C. NEW BUSINESS

1. Pride Station, 1049 John Fitch Boulevard (Approval to Connect)

Included with the Agenda was a Project Narrative (see Exhibit A) from Mr. James R. Channing of Pride Stores, LLC. Mr. James Channing was in attendance this evening and presented the application. This project has received approval from the Inland

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Wetlands Agency and Planning and Zoning Commission. Mr. Channing explained that this property was previously connected to the sewer; however, the building was demolished and the existing 6" lateral was capped. The lateral was located closer to the intersection of John Fitch Blvd., said Mr. Channing and explained that in working with Jeffrey Doolittle, Town Engineer, the new proposal is to have the sewer connection on the northern side of the building.

Mr. Erik Dabrowski entered at 7:04 p.m.

The proposed project included a kitchen, three bathroom facilities, and a 2,000 gallons grease trap connected to four sinks, explained Mr. Channing.

Motion to approve the connection of 1049 John Fitch Blvd under the following conditions:

1. Technical approval of the Engineering Dept.;
2. The sewer line is installed in substantial conformance with the design plans;
3. Payment of a connection charge in the amount of \$16,187.45 for 4.21 acres;
4. Payment of a capacity charge in the amount of \$4,672.00;
5. Payment of a lateral charge in the amount of \$1,167 for one lateral.

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

2. Sewer Service for I-291 Corridor Development - Ellington Road (Discussion)

Mr. Tony Manfre explained that this matter was discussed last month whereby Design Professionals, Inc. (DPI) and Scannell Properties, LLC. were seeking approval for connection of the proposed Distribution Center located at 359 Ellington Road. However, sewers are not available in this section of Ellington Road, said Mr. Manfre. Initially the proposed sewer flow for the distribution center came out of the north side of the building, however, to accommodate the construction of this project, DPI brought all the flow out of the southern part of the building. To satisfy building sanitary sewer service requirements, a private pump station and force main connection to the existing sewer system in Ellington Road is proposed by Design Professionals. This pump station will be owned and maintained by Scannell Properties. Mr. Manfre explained that with regards to the forcemain going up the road; the State Department of Transportation does not want private utilities in the right of way or roadway. Therefore, the Town will have to take ownership of the forcemain. He explained that due to lack of funding at this point, DPI was recommending to construct the forcemain to bypass where the future Town owned pump station will be. DPI is willing to pay for the construction of the proposed forcemain but the Town will have to take ownership and maintain it.

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Included with the Agenda, was a report from Wright-Pierce on this matter and three recommendations (see Exhibit B). Wright-Pierce recommended having a Town owned gravity sewer main and pump station which will service the entire area, said Mr. Manfre. He illustrated to the Authority the "I-291 Corridor Development" zoning map. This area is identified as a future sewer growth area. Mr. Manfre asked Wright-Pierce for an estimated budget to conduct preliminary design phase services for the construction of a sanitary sewer pump station and force main on Ellington Road and it was estimated in the amount of \$128,000 (see Exhibit C).

In order to approve the next application on the Agenda, the Town will have to take ownership of the forcemain, said Mr. Manfre. He distributed a proposed schedule for this project (see Exhibit D). Mr. Manfre explained that the project design phase will take approximately four months. If the Authority appropriates the funding for the project with design then they can give a conditional approval to 359 Ellington Road to connect. Mr. Stephen Wagner expressed that at some point the fuel cell project funding was going to be used to fund the construction of infrastructure in the I-291 corridor area. Deputy Mayor Andrew Paterna, agreed and explained this could be an eligible project for those funds.

Mr. Manfre recommended moving forward with Wright-Pierce's recommendation which is to install a town owned gravity sewer main and pump station and appropriating \$128,000 from the reserve accounts for engineering services to design this project.

Motion to approve funding for engineering services to design a sewer extension and pump station to service the I-291 Corridor Development in the amount of \$128,000 which is not to be exceeded without prior WPCA approval.

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

3. Distribution Center, 359 Ellington Road (Approval to Connect)

Mr. Ben Wheeler of Design Professionals, Inc. was in attendance and explained that this project is for the proposed Coca Cola sales and distribution facility. In order to meet the time line of the project the developer has agreed to revise the proposed sewer plan previously submitted and build a private pump station, which will actually remain in place even if the Town pump station does get designed and built. Also, they'll make accommodations for tying into the Town's future pump station when that does come on line. The developer is willing to pay for the forcemain in Ellington Road to expedite this project. The developer will work with WPCA Consultant Engineer, Wright-Pierce with the design and sizing of that pipe; they will build to Town's standards. The expected sanitary flows from the proposed Distribution Center are 20,000 gpd; the flow calculations are based on the use and area. Originally the site plans had three separate oil/water separators accommodating four drains within the facility. That's now been consolidated down to two on the south side of the building. The applicant will be

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granting an easement to the town to access the oil water separators and the private pump station manholes for inspection purposes, said Mr. Wheeler. Once the future town pump station comes online the inspection manhole will be relocated; the manhole will be installed initially but the inspection point will be just before the new town pump station, explained Mr. Wheeler.

Chairman Richard Aries asked if there is some preliminary design in regards to the location of the future pump station to determine where the connection for the distribution is going to be made. Mr. Wheeler responded that the connection will be made where the proposed four valves are located. Chairman Aries explained that this application is being handled a little different than normal as they are looking to approve the connection to a sewer that doesn't exist. He asked Mr. Wheeler if he's okay with the idea of not really having the plan yet for the pump station and if the developer is willing to take that risk of perhaps not having the pump station located at the proposed location at the time of construction. Mr. Wheeler responded that there is very little risk in the proposed area for the pump station. He explained that the location is probably the best site for a pump station as they have room available and they are willing to grant access to the town for monitoring purposes. From that stand point, if it is located in the proposed area, there is little risk but that's where the proposed valve system comes into play, said Mr. Wheeler.

Motion to schedule a Public Hearing for Tuesday, December 4, 2018 at 6:30 pm.

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

Motion to approve the connection of 359 Ellington Road under the following conditions:

1. WPCA approves the extension of sewer service to the I-291 Corridor Development;
2. Technical approval of the Engineering Dept.;
3. The sewer line is installed in substantial conformance with the design plans;
4. The Installation of an automatic or manual transfer switch for an external connection of a generator;
5. The installation of oil/water separator meeting the requirements of the State of Connecticut Department of Energy and Environmental Protection (DEEP).
6. The construction of the force main is paid for at the contractor's expense;
7. Payment of a connection charge in the amount of \$73,002.70 for 25.66 acres;
8. Payment of a capacity charge in the amount of \$30,760 for a 4" domestic water meter.
9. Copy of an easement allowing the Town access to the private property for the sewer monitoring purposes, the easement must be reviewed and approved by the Town;

The motion was made by Ms. Vicki Paliulis and seconded by Mr. Erik Dabrowski. The motion carried unanimously.

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4. Eli Terry Elementary School, 569 Griffin Road (Approval to Connect)

Included with the Agenda was a Narrative Report for this project (see Exhibit E). Mr. Richard Reynolds, Project Engineer of LRC Engineering & Surveying, LLC was in attendance this evening and presented the application. The current school building of 52,296 square ft. will be demolished and replaced by a new building of 66,886 square ft. In the center of the property is the existing Ely Terry School which has sewer service to the existing sewer line that runs from Graham Road to Overlook Road on the western portion of the property. The proposed new school is going to be on the eastern portion of the property. They are connecting into an existing public sewer manhole at the southern end of the property. On the north side of the school they are proposing two grease interceptors, 1300 gallons each to handle the fats, oils, and greases to handle the flow from a kitchen that is in the school.

Mr. Tony Manfre, Superintendent of Pollution Control commented on the drain discharge; he explained that the proposed plans show rip rap on top of the sewer line. He recommended having the rip rap relocated away from the sewer line. Also, make sure that there's no plantings.

Motion to approve Eli Terry School located at 569 Griffin Road to connect to the sanitary sewer system and under the following conditions:

1. Move rip rap away from the sewer line.
2. Technical approval of the Engineering Dept.;
3. The sewer line is installed in substantial conformance with the design plans;

The motion was made by Mr. Erik Dabrowski and seconded by Ms. Carol Fletterick. The motion carried unanimously.

5. Philip R. Smith Elementary School, 949 Avery Street (Approval to Connect)

Included with the Agenda was a Narrative Report for this project (see Exhibit F). Mr. Richard Reynolds, Project Engineer of LRC Engineering & Surveying, LLC also presented this application. He explained that Phillip R. Smith Elementary school is serviced by a septic system on the east side of the school. The proposed sewer connection is from the new school to the existing manhole on Sedgewick Circle. They are in the process of obtaining easements from the neighboring homeowners association to allow the installation of the sewer line and for future maintenance if necessary of the sewer line. On the western side of the building there is going to be two grease interceptors which will collect the fats, oils, and greases from the kitchen area, said Mr. Reynolds.

Mr. Manfre asked Mr. Reynolds the estimated flow that could potentially be coming out. Mr. Reynolds responded that at the moment, he did not know what that design flow will be. Mr. Manfre asked if they looked into the downstream flow pipe capacity. Mr. Reynolds responded that the existing pipes has enough capacity to handle the flow from the school.

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Motion to approve the connection of 949 Avery Street under the following conditions:

1. Technical approval of the Engineering Dept.;
2. The sewer line is installed in substantial conformance with the design plans;
Copy of the easement between the homeowner association and the applicant.

The motion was made by Mr. Erik Dabrowski and seconded by Ms. Carol Fletterick.
The motion carried unanimously.

6. Frontier pending litigation (Resolution/Approval)

Ms. Robbie Gerrick, Town Attorney was in attendance this evening to present the Resolution (see Exhibit G) of settlement of the South Windsor vs. Frontier Communications litigation. Chairman Richard Aries explained that this matter was discussed in an Executive Session at the last WPCA meeting. Chairman Aries read into the record the following Resolution:

BE IT RESOLVED THAT Anthony Manfre, Superintendent of Pollution Control, is authorized to execute all necessary releases and/or other documents in the lawsuit brought by the Town of South Windsor against Frontier Communications to settle the pending litigation for \$5,000.00.

The motion was made by Ms. Carol Fletterick and seconded by Mr. Erik Dabrowski.
The motion carried unanimously.

7. WPCA Budget FY2017/2018 (Approval to Closeout)

Included with the Agenda was a Memorandum from Mr. Tony Manfre dated November 7, 2018 (see Exhibit H). Mr. Manfre was recommending to close out fiscal year 2018 budget and transfer any and all remaining funds to the Replacement Reserve.

Motion to approve closing out the WPCA and Water Pollution Control budgets as presented.

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

8. WPCA Annual Report FY2017/2018 (Review and Approve)

A copy of the WPCA Annual Report FY 2017/2018 was included with the Agenda for review and consideration of the Authority (see Exhibit I). This is a summary of some of the events that took place over the past fiscal year (July 2017 to June 2018). Chairman Aries asked Mr. Manfre to add the message that the Constables may request additional time for cause.

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Motion to approve the WPCA and Water Pollution Control annual reports with the minor changes made.

The motion was made by Mr. Erik Dabrowski and seconded by Ms. Carol Fletterick.
The motion carried unanimously.

9. WPCA Calendar for 2019 (Review and Approve)

With the Agenda, a copy of the WPCA 2019 Meeting Calendar was included for review and approval (see Exhibit J). The meeting scheduled for May 7th will be held at the Treatment Plant. The meeting in July was scheduled for July 16 (tentative). Mr. Manfre explained that the WPCA Rules and Regulations don't require to meet in July or August. So instead of meeting the first Tuesday in July, he recommended the 3rd Tuesday instead. Normally this meeting gets scheduled in the June meeting and therefore the Authority decided not to schedule the July meeting yet.

Motion to approve the WPCA 2019 meeting calendar as revised.

The motion was made by Mr. Erik Dabrowski and seconded by Ms. Carol Fletterick.
The motion carried unanimously.

Motion to go to Agenda Item G1.

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

G. UNFINISHED BUSINESS

1. Carla's Pasta (Discussion)

Attorney Donald W. Doeg of Uplike, Kelly & Spellacy, P.C. was in attendance this evening representing Carla's Pasta. Also in attendance were Mr. Chris Ecsedy of Fuss & O'Neill and Mr. Sergio Squatrito of Carla's Pasta. Included with the Agenda was a copy of Carla's Lab Results (see Exhibit K).

Chairman Richard Aries explained that he had met with Mr. Tony Manfre, Council and Engineers of Carla's Pasta, owners Sergio Squatrito and his mother Carla to discuss this matter and try to reach some type of resolution with regards to past discharge issues that members of the Authority had expressed about ongoing situations as well as the future. There was a lot of things discussed about how to best resolve this, said Chairman Aries. Also, earlier today Mr. Manfre met again with Council and Engineers of Carla's Pasta.

Mr. Tony Manfre explained that this matter was discussed in the October WPCA meeting whereby he made the recommendation to begin surcharging Carla's Pasta beginning in January 2019, at 25% of the surcharge rate for the first quarter of the year, 50% for the 2nd quarter, 75% for the 3rd quarter and 100% for the 4th quarter.

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However, there was some disagreement with the recommendation. As Chairman Aries reported, a follow up meeting was held with Sergio Esquatrito and his mom Carla, Council and Engineers of Carla's Pasta and Chairman Aries. Mr. Manfre explained that he suggested a tentative proposal to try to recuperate some of the funds from potential surcharges from last year. The tentative proposal was of \$150,000 to pay for cost in 2018 and moving forward there will be 25% surcharge for the 1st quarter of the calendar year, 50% for the 2nd quarter of the calendar year; 75% for the third quarter of the calendar year and finally 100%.

Mr. Sergio Squatrito entered the meeting at 8:20 pm.

Mr. Manfre explained that this afternoon he met again with Carla's Pasta Council, and Mr. Chris Ecsedy whereby Carla's Pasta presented their proposal to pay \$75,000 of surcharges for 2018, and 25% to the first four months of 2019, 50% for the following four months and 75% for the last four months of the year.

Atty. Donald W. Doeg explained that it is their goal to try to get this matter resolved; they'll like to come to a fair resolution. He expressed that the surcharges in 2018, 2019 and the flow rate are three components of their proposal. He explained that Carla's Pasta have a high flow rate at this point and time and the flow rate probably is going to stay relatively high until completion in late April. Part of their proposal request is to have a flow rate of 210,000 gallons per day to go through that period of time. In talking to Mr. Manfre, there is capacity at the facility for that flow. This is a short term issue, and they'll do everything they can to minimize that flow rate. Once they have the new facility operating, the flow rate will be significantly lowered but they foresee flow rate being a little higher.

He expressed that in terms of the 2018 surcharges, he looked through many documents and read WPCA minutes on this matter. In looking at the criteria of the minutes and reading the WPCA Rules and Regulations, he's not sure if when going back, what can be collected, or should be collected. For instance, he explained, that there is a July letter from the WPCA to DEEP that says that WPCA allows a lot of these parameters exceeded while Carla's continues to work. There is an acknowledgement that Carla's Pasta was allowed to exceed with regards to TSS and BODs, said Atty. Doeg. However, the WPCA is now saying that if they exceed the levels they need to pay. It seems contra intuitive, said Atty. Doeg. He explained that he is trying to resolve this problem. With regards to the 2019, they asked for a little more extension of time, in terms of four months period instead of three months period to try to make it work financially.

Chairman Aries asked if there is some matrix that they can see showing that there's been some movement on increasing the speed of the work. Atty. Doeg responded that the people that can probably answer that question is from the Dennis Group which were not in attendance. However, he can report back to the WPCA on that matter.

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Mr. Chris Ecsedy of Fuss & O'Neil explained that Carla's has been taking the situation very seriously. They have taken a number of corrective actions to work towards reducing the load on the wastewater treatment (see Exhibit L).

Chairman Aries asked regarding the "Dry Cleanup Procedures" implementation. He asked Mr. Squatrito how that's been done; what are the procedures specifically. Mr. Squatrito responded that flour is very easy to wash down the drain; he's been trying to get them stop doing.

Ms. Vicky Paliulis asked if there's a full corrective action plan as far as other factors. In making reference to Carla's Pasta corrective actions performed to date, she stated that they are very vague. She'll like to see when the actions were initiated, when the blow-off valve was installed. Mr. Ecsedy responded that he can provide that information.

Motion to go into Executive Session at 8:37 p.m.

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

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

Motion to end Executive Session at 9:21 p.m.

The motion was made by Ms. Carol Fletterick and seconded by Mr. Erik Dabrowski. The motion carried unanimously.

G. UNFINISHED BUSINESS

1. Carla's Pasta (Discussion)

Chairman Richard Aries explained to Attorney Doeg, Mr. Chris Ecsedy and Mr. Sergio Squatrito that the Authority had a lengthy discussion on this matter. They were unable to present this evening with a formal resolution, therefore, they will follow up with a written resolution on this matter.

D. COMMUNICATIONS AND REPORTS

Mr. Tony Manfre reported the following:

1. CIP Report

- a. Vegetation Management Plan: Area IV will begin in the next two weeks.
- b. Miller Road: The road was milled and paved last week, said Mr. Manfre. The contractor is completing lawn restorations and Mr. Manfre is waiting on final costs to file caveats on the property land records.

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- c. Evaluation Study: The Consultant Engineer, Wright-Pierce, has visited most of the Town's pump stations. Mr. Manfre is expecting their final report by January 2019.
 - d. Sullivan Avenue Siphon: There is 500' more pipe to install. All pipe and manholes are expected to be in by December 1st.
 - e. Ellington Road Manhole Raising: The work should be completed this week, reported Mr. Manfre.
2. Collection of Delinquent Accounts: Included with the Agenda was TaxServ monthly collections report for September 2018 (see Exhibit M). The total gross collections in September 2018 are \$35,100.96 (\$30,667.04 net of collection fees). The total outstanding receivables is in the amount of \$365,769. Mr. Manfre also reported that the Collector of Revenue has collected 100% of commercial and industrial accounts and 97% of residential accounts.
3. Cured in Place Pipe (CIPP) West Hartford Collapse: Included with the Agenda was a copy of an article regarding the UV CIPP pipe that collapsed in West Hartford, CT (see Exhibit N). Mr. Manfre explained that his is in the process of inspecting the Town's UV CIPP pipes that were installed three years ago to determine its conditions.
4. DEEP Required Operator Training: Mr. Manfre reported that the Department of Energy and Environmental Protection (DEEP) is now requiring each certified operator to obtain 6 hours of continuing education each year (see Exhibit O). This may impact the training budget, said Mr. Manfre.
5. Wastewater Management Leadership Program: Included with the Agenda was a copy of the Course Syllabus for the Wastewater Management Leadership Program (see Exhibit P). Mr. Manfre reported that Mr. Jared Denardis and Mr. Jacob Plona have been accepted into this program which is designed to train new talent to fill manager positions. He explained that 90 CEU's and 4 years of experience is the requirement for a Class III operator. Also, Maine, Massachusetts and Rhode Island have similar programs, said Mr. Manfre.
6. Tim Friend, Plant Supervisor-Retirement: Mr. Manfre reported that the Treatment Plant Supervisor, Tim Friend is retiring end of December. Mr. Jeff Lemay will be promoted to Acting Plant Supervisor. He is taking the Class IV test in July 2019.

E. PUBLIC PARTICIPATION (Items not on the agenda)

None

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

None

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H. ADJOURNMENT

Motion was made to adjourn the meeting at 9:41 p.m.

The motion was made by Mr. Erik Dabrowski and seconded by Ms. Carol Fletterick.
The motion carried unanimously

Respectfully Submitted,

Ether A. Diaz
Recording Secretary



Exhibit A

246 Cottage St., Springfield, MA 01104-3540
Tel. 413-737-6992 · Fax 413-731-5852

October 25, 2018

Via Hand Delivery

Richard Aries, Chairperson
Water Pollution Control Authority
Town Hall
1540 Sullivan Ave.
South Windsor, CT 06074

RE: WPCA Approval – 1049 John Fitch Boulevard

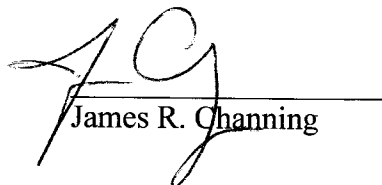
Dear Chairperson Aries:

Enclosed please find an application to the Water Pollution Control Authority for the proposed Pride gas station and convenience store located at 1049 John Fitch Boulevard. In addition to the application, please find the following documents:

One Project Narrative with Discharge Calculations
Two Full Sets of Plans and Details

The project has already received IWA and P&Z approval. If you have any additional questions or comments, please let us know.

Sincerely,



James R. Channing



246 Cottage St., Springfield, MA 01104-4002
Tel. 413-737-6992 Fax 413-731-5852

NARRATIVE OF APPLICATION

Application: Pride Site Plan Approval
Applicant: Pride Stores LLC
Owner: 1049 John Fitch Blvd, LLC
Location: 1049 John Fitch Blvd (Map 71 Parcel 21)
Corner of Governor's Highway and John Fitch Blvd (Route 5)
Zoning District: TS (Travel Service)

PROJECT NARRATIVE STATEMENT

Pride Stores LLC ("Applicant" or "Pride") seeks approval to construct certain improvements upon property at 1049 John Fitch Boulevard, South Windsor (the "Property"), in connection with the development of a 4,890 square foot Pride, with associated parking, utilities and other improvements, as shown on the Site Plan. The property is in the Travel Service Zone.

The proposed improvements are detailed on the attached site plans and include the proposed fueling canopies and convenience store with drive-through facilities. The attached plans show the driveways and parking area, drainage and utility plans, landscaping, lighting, signage, and an interior plan. The property will be served by public water and sewer. A full Stormwater Management Report has been submitted.

Project Integration

The redevelopment of the site is planned to integrate well with the current neighborhood. The aesthetics of the parcel will be improved with a brand new retail building with a state of the art design. The planned location of the fueling canopies and building with drive-thru has been designed to maximize efficiency with minimum impact on the neighboring properties. The landscaping plan has been designed to improve the status of the current site. The architectural design of the building is consistent with the neighborhood and surroundings. The proposed project is located within a well-established and developed area in the Town of South Windsor. The project will maximize the usage of the travel service zone parcel, while increasing the amount of tax payments to the Town of South Windsor.

Project Benefits

There are many benefits associated with the development project. The development is anticipated to create 25-30 full time equivalent job openings in the Town of South Windsor. The development will also result in the creation of additional construction jobs within the Town. The new fueling options,

convenience store and café drive-thru will create additional options for commuters, businesses and residents. The project will maximize a currently underutilized parcel of land, while increasing the amount of tax payments to the Town of South Windsor. The redevelopment does not appear to create any new liabilities for the town. The Town is currently providing fire and police services to the property. While the amount of usage for public utilities is expected to increase, it is not expected to have a detrimental impact on the current public utilities services provided in the Town of South Windsor.

Lighting, Noise and Landscape

The project will include a state-of-the-art lighting design. The lighting on the exterior of the building and in the parking areas has been designed to minimize glare and light spillover on the neighboring properties. The maximum noise level anticipated from the drive thru and development will likely be lower than the maximum noise levels generated by traffic on Governors Highway and Route 5 (John Fitch Blvd). The applicant will utilize appropriate buffers and equipment to ensure the noise level does not disturb the abutting properties. The project will have appropriate landscape, buffers, and other features to ensure screening and noise reduction, while maximizing visual appearance.

Operations

The store will be open seven days a week, twenty-four hours a day providing essential services whenever they are needed. The anticipated peak times of the drive-thru will be between the hours of 7:30 am - 9:30 am and 12:00 pm – 2:00 pm. The drive-thru lane wraps around the building counterclockwise. Stacking is available for over twelve vehicles. The development has the capability of equipping electric vehicle charging equipment if the demand and need arises.

Circulation and Parking

The site is anticipated to have access from two main points: an auto only ingress on Route 5 and two access points along Governor's Highway (one for automobile and one for trucks). An application for a driveway permit has been provided to the Department of Transportation. There is an "escape lane" planned for around the drive-through area to allow for vehicles to bypass or exit the lane if necessary. The perimeter of the building is accessible on all sides for fire and police vehicles, if necessary.

A full traffic analysis has been prepared by Hesketh Associations and has been submitted as part of the Planning and Zoning Application.

SEWER FLOW CALCULATIONS

FIXTURE DESCRIPTION	DFU*	QTY FIXT	TOTAL DFUs
Flow through exterior grease trap			
Kitchen sinks	4/compartiment	4	16
subtotal			16

Equivalent = 16 DFU = 8.0PM (0.06 L/s)

Flow not processed by grease trap			
Water Closets (WC)	6	2	12
Mop sinks	2	2	4
2" P-Traps	3	3	9
Floor drains	3	4	12
1 ¼" Lavatory	1	6	6
subtotal			43

Equivalent = 43 DFU = 21.5 GPM (0.06 L/s)

Calc: DFU / 2 = GPM

*DFU = Drainage Fixture Unit

TOTAL DRAINAGE FIXTURE UNITS	59
TOTAL DRAINAGE GPM	29.5

MEMORANDUM

TO:	Anthony Manfre	DATE:	10/22/2018
FROM:	Dennis Dievert Jr.	PROJECT NO.:	MWWCT
SUBJECT:	359 Ellington Road Distribution Center Sanitary Sewer Service Alternatives - DRAFT		

Background

This memorandum presents alternatives for sanitary sewer service to the proposed development entitled, “359 Ellington Road Distribution Center” located at 325 and 359 Ellington Road. The parcels are located in an unsewered portion of sanitary sewer drainage area (sewershed) number “17”, loosely bounded by Burnham Street to the South and Chapel Road to the North. Current zoning for these parcels and surrounding parcels is designated as “I-291 Corridor Development” per the Town of South Windsor’s 2018 Zoning Map. These parcels and the area surrounding these parcels are also identified as a future sewer growth area per the Town of South Windsor Sanitary Sewer Service Area Map. The closest existing gravity sewer main is located on Ellington Road just south of its intersection with Chapel Road. Wastewater from this sewer main flows by gravity via Chapel Road to John Fitch Boulevard, to Pleasant Valley Road, to Vibert Road, and ultimately to the Town of South Windsor WPCF. There are no other downstream pump stations that will be affected by this additional flow.

The proposed project is anticipated to generate an additional 20,000 gallons per day (gpd) of wastewater to the sanitary sewer collection system. This flow projection was provided by the developer and should be verified. It is also assumed that all wastewater is residential and not industrial, which could require pretreatment or a separate permit. There are several alternatives for conveying this wastewater to the existing collection system which have been narrowed down to the three most logical alternatives based on topography and the location of existing sewers. A hydraulic evaluation of the downstream sanitary sewers will need to be conducted for all potential growth in the area to ensure there are no hydraulic limitations that require replacement or “upsizing” of piping in the future. Preliminary review indicates that development of the “359 Ellington Road Distribution Center” will not adversely impact the capacity of the downstream sewers.

Alternative No. 1 – Install on-site private pump station

This alternative would include the developer installing a small packaged submersible style pump station sized to service the full build out of parcels 325 and 359 Ellington Road. The pump station should be designed to Town of South Windsor WPCA standards in case the Town is ever requested to take over ownership of the station in the future. The pump station would collect all wastewater on-site via a private gravity sewer system and discharge to a pressurized force main along Ellington Road and discharge into the first manhole on Ellington Road just south of its intersection with Chapel Road.

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359 Ellington Road Distribution Center
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Alternative No. 2 – Install a low-pressure sewer system

This alternative would include the developer installing a series of private grinder pump stations, similar to an E-one style station, on-site that discharge to a low-pressure sewer system along Ellington Road and discharge into the first manhole on Ellington Road just south of its intersection with Chapel Road. The grinder pump stations would collect wastewater via private sewer service connections. The low-pressure sewer main installed along Ellington Road can be sized to handle only 325 and 359 Ellington Road, or it can be sized to allow for connection and use by other potential development in the area.

Alternative No. 3 – Install town owned gravity sewer main and pump station

This alternative would include the installation of a public gravity sewer main and sanitary sewer service connections to each parcel along Ellington Road conveying wastewater to a town owned pump station. The town owned pump station will convey wastewater to a pressurized force main along Ellington Road and discharge into the first manhole on Ellington Road just south of its intersection with Chapel Road. The limits of gravity sewers as part of the initial project should be discussed once the limits of responsibility for funding is established. At a minimum, a gravity main should be installed from a high point on Ellington Road and flow west down Ellington Road in front of 325 and 359 Ellington Road to a new submersible style pump station at a low point. The gravity sewer can extend further west down Ellington Road or a stub connection can be provided for connection of an extension in the future. The pump station and gravity sewer should be sized for full build-out of the "*I-291 Development Corridor*" to allow for future connections.

Advantages and disadvantage of each alternative are summarized below:

Alternative	Advantages	Disadvantages
1	<ul style="list-style-type: none">• Installation and Construction on the Developer• Developer to operate and maintain	<ul style="list-style-type: none">• Does not allow for use by other development in the area• Limited control over design features and operation/maintenance
2	<ul style="list-style-type: none">• Allows for other development in the area to connect• Developer to operate and maintain	<ul style="list-style-type: none">• Low-pressure sewer systems are historically problematic due to clogging and failures• Grinder pump stations have an average service life of 10-years• Limitation on pipe lengths

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Alternative	Advantages	Disadvantages
3	<ul style="list-style-type: none"> Town has full control over design features Allows for other development in the area to connect More appealing to future users than a low-pressure system 	<ul style="list-style-type: none"> Town acquires its 12th sewer pump station to operate and maintain

Planning Level Costs

Preliminary planning level costs for each alternative are presented below. These costs represent total project costs for each alternative and do not consider any cost sharing measures between the developer and the Town or sources of potential funding.

Alternative	Cost Items	Planning Level Cost
1	<ul style="list-style-type: none"> Private Pump Station On-Site Gravity Sewer 1,200 LF Force Main Design & Permitting 	\$ 900,000
2	<ul style="list-style-type: none"> Grinder Pump Station(s) On-Site Services 1,200 LF Low Pressure Sewer Design and Permitting 	\$ 500,000
3	<ul style="list-style-type: none"> Town Pump Station On-Site Gravity Sewer 1,200 LF Sewer Main (only to just past parcel) 1,200 LF Force Main Design and Permitting 	\$ 1,300,000

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Wright-Pierce recommends Alternative No. 3 – Install Town Owned Gravity Sewers and Sewer Pump Station. This alternative provides the WPCA with full control over what gets installed to meet current town standards. This alternative is also advantageous to the Town of South Windsor's economic growth by promoting additional development in the area with sanitary sewer service available.



169 Main Street, 700 Plaza Middlesex
Middletown, CT 06457
Phone: 860.343.8297 | Fax: 860.343.9504
www.wright-pierce.com

November 5, 2018
W-P Project No. T12219

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

Subject: Proposal for Engineering Services
Ellington Road Pump Station and Gravity Sewer - Design Plans and Specifications

Dear Tony:

As requested by the Water Pollution Control Authority (WPCA), this letter presents our proposed scope and budget to conduct preliminary and final design phase services for the construction of approximately 1,100 feet of gravity sewer main and a new sanitary sewer pump station and force main on Ellington Road to collect wastewater from the I-291 corridor and convey it to an existing sewer manhole on Ellington Road approximately 200 feet from the intersection of Ellington Road and Chapel Road. The new sewer, pump station and force main will be designed to handle current and future anticipated flows from the I-291 drainage area.

Proposed Scope of Work

Engineer shall provide the following services to meet these goals. These services have been grouped into two major tasks:

Task 1 –Prepare Contract Drawings & Specifications

A. Preliminary Planning/Establish Basis of Design

- a. Attend one meeting with WPCA staff to review the desired/required features of the pump station and to review potential development within the contributing sewer shed.
- b. Review previously developed 2011 flow projections by VHB for future flows based on anticipated development and update as needed.
- c. Attend one meeting with City staff to determine permitting requirements.
- d. Attend one meeting with the State of Connecticut DOT to discuss their requirements for installation and roadway restoration along Ellington Road (Route 30) including a preferred location of the gravity sewer and force main.
- e. Collect all available background information from the City and WPCA, such as reports, plans, GIS mapping, planned development, water, sewer and other utility mapping.
- f. Determine the size and materials of construction for the new pumps, gravity sewer and force main to adequately serve the drainage area now and in the future. Potential options to account for the variation in current and future anticipated flows will include designing the pump station



- infrastructure to be sized for full build-out, but with the option to install smaller pumps initially. Similarly, the installation of two parallel force main of different sizes will be evaluated.
- g. Assist the town in securing any required easements of property purchases to construct the new pump station.
 - h. Obtain available survey information from Design Professionals, Inc. in electronic format for use as the base mapping for the design. Review and determine if additional survey data is required. At this time, an allowance of \$5,000 is being carried for any additional surveying needs.
 - i. Conduct one soil borings at the pump station site and up to ten probes along the proposed gravity sewer and force main route to determine sub-surface soil conditions and to profile the presence of ledge and/or groundwater. At this time, an allowance of \$15,000 is being carried for the soil borings.
 - j. Prepare and submit a Basis of Design to the WPCA summarizing the features of the pump station upgrades including a preliminary opinion of the probable construction cost within 60 days of receiving approval.

B. Develop Final Design Contract Drawings and Specifications

- a. Prepare construction plans and specifications to construct a new pump station, 1,100 linear feet of gravity sewer main and 1,300 linear feet of force main on Ellington Road. At this time, the following improvements are anticipated based on preliminary discussions with WPCF staff:
 - New pre-cast wetwell sized to service the anticipated future flows and pump selections developed in Task 1.A for current and future flows.
 - New Flygt N-series submersible pumps access through oversized hatches.
 - New precast concrete building with vinyl siding at grade divided into two rooms. One room will house a diesel generator and the second room will house all electrical gear and the control panel.
 - Black chain link fence at the perimeter with a paved driveway and ample off-street parking.
 - New gravity sewer and parallel force mains on Ellington Road to service the new pump station. The force mains will discharge into an existing manhole on Ellington Road approximately 200 feet from its intersection with Chapel Road and be sized for both redundancy and current and future anticipated flows.
- b. Prepare local, state and federal permits as determined to be required in Task 1.A.
- c. Attend two workshop meetings with the WPCA to discuss the specific improvements to be made and to review design documents during the course of the design.
- d. Submit three copies of 50% and 90% completion plans and specifications to the WPCA for review and approval and three copies of the 100% plans and specifications for bidding in paper and pdf format. Bid ready plans and specifications will be completed within 120 days from approval of the Basis of Design Memo.



Proposed Fee Schedule

Based on the scope described above, we propose to provide our services on a time charge basis not to exceed the values presented in the table below without written authorization from the Town of South Windsor.

Engineering Service	\$ Fee
Task 1A – Preliminary Planning / Establish Basis of Design	\$ 12,300
Task 1B – Prepare Contract Drawings and Specifications	\$ 95,700
Allowance for Additional Survey and Soil Borings	\$ 20,000
TOTAL	\$ 128,000

A copy of our estimated engineering fee and associated staff-hours to complete each task is enclosed for your review.

If the scope and fee presented in this letter is acceptable, we can obtain firm budget proposals from local boring contractors and prepare a draft agreement for review and approval by the Town. Should you have any questions or require additional information, please call either Dennis Dievert (860-852-1920) or me (860-852-1950).

Sincerely,
WRIGHT-PIERCE

Christopher N. Pierce, PE
Vice President
chris.pierce@wright-pierce.com

PROPOSED ELLINGTON ROAD SEWER EXTENSION AND PUMP STATION PROJECT SCHEDULE

NOVEMBER 7, 2018

1. WPCA resolves to construct a sewer and pump station on Ellington Rd.
2. WPCA appropriates funding for sewer and pump station design.
3. Conditional approval for 359 Ellington Road to connect to the public sewer.

NOVEMBER 19, 2018 *(15 days prior to Public Hearing to construct a sewer)*

Notice of a Public Hearing must be mailed to affected property owners by certified mail.

NOVEMBER 24, 2018 *(10 days prior to Public Hearing)*

Publication of the Public Hearing to construct a sewer is advertised in a newspaper.

DECEMBER 4, 2018

1. Public Hearing to construct a sewer on Ellington Road.
2. WPCA adopts the resolution to construct a sewer.

DECEMBER

Collector of Revenue files caveats on effected properties within 30 days of approval.

FEBRUARY/MARCH

Sewer and pump station design completed.

MARCH

Force main construction can begin.



ELI TERRY ELEMENTARY SCHOOL
Project Narrative

July 3, 2018: *Revised Sept. 6, 2018*
Revised Sept. 19, 2018

GENERAL DESCRIPTION OF THE SCHOOL AND SITE:

The site for the proposed new Eli Terry Elementary School is the existing site of the current Eli Terry Elementary School. The replacement of the school is an element of Phase 2 of the "South Windsor Public Schools Elementary Schools Master Plan" adopted by the South Windsor Board of Education on October 29, 2013.

The current school building of 52,296 s.f. (exterior dimensions) will be replaced by a new building of 66,886 s.f. (exterior dimensions) *as originally submitted. In order to accommodate changes in enrollment expectation, the proposed building includes 2 classroom spaces as an alternate to the project, which brings the revised footprint and total area of the building to 69,391 square feet.* The new school building will provide for contemporary standards for space provisions and teaching environments/technologies, as well as modern lighting, mechanical and plumbing systems. *Of special note, specific programs include the District's medically fragile program and our district elementary intensive program.*

The proposed site plan configuration is anchored in the requirement that the existing school building remain in operation while the new building is constructed. The siting of the new building accommodates this constraint and allows for the site to remain occupied during construction. When complete, the school will have increased parking capacity (from 96 to 117 spaces) and new game fields and playgrounds. *It should be noted that available parking at the school has not always been 96 spaces, and that in recent years spaces have been striped on existing pavements to bring the existing total up to 96.*

Access into the site for automobiles, buses and service traffic will continue by way of the property's driveway corridor from Griffin Road. Existing parking spaces along this drive will be removed and accounted for in new parking areas in the site. Parent and medically fragile student drop-off activities will occur along the west side of the new building and all such traffic will exit to Griffin Road as they do today. Bus loading and unloading will occur on the north side of the new building and exit (only) to Graham Road. *Buses exiting onto Graham Rd. occurs only twice a day.* This allows for separation of traffic and boarding activities. This bus and exit only route to Graham Road will be gated off to restrict the use of the exit to buses and delivery or service vehicles only.

A paved firelane (doubling as a pedestrian and bicycle trail) circulates through the back of the school. During school hours, this drive will be gated off to prevent vehicular access.

In addition to improvements for vehicular circulation, the property will also be served by walks and multi-modal trails from both Griffin and Graham Roads and connect to proposed town improvements

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160 West Street, Suite E
Cromwell, CT 06416
Tel: (860) 635-2877
Fax: (860) 635-4226

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to trails and an existing crossing of the Podunk River at the southwest corner of the school site. This connectivity is consistent with the accessible route requirements throughout the school property.

PARKING:

In regards to parking, the applicant is requesting modification or relief from the parking requirement of Table 6.4.3.B. Using the table's rate of 1 space per 250 s.f. of gross floor area for educational use, the proposed building would require 278 parking spaces. Such a requirement far exceeds the school day need for parking at the site, and beyond the impact to the site and additional impervious coverage, it would be impractical to maintain and costly to construct over twice the amount of parking proposed by the current plan. Faculty and staff *currently number 88-90 people*, leaving 27 parking spaces available for use by visitors and parents during a typical school day – an increase of 21 spaces over existing conditions. These 27 spaces represent 24% of available parking spaces. Administrative staff believes this is sufficient parking for typical school day needs. The total *permanent* parking being provided is also a practical limit when balancing the siting of the building and program requirements such as play, recreational fields and services to the building, as well as considerations for the amount of impervious surface and the related stormwater quality management improvements that accompany parking.

Overflow parking is accounted for in 3 areas: staff parking (double stacked) on the paved game court adjacent to the cafeteria, and in two turf zones adjacent to the paved parking area - one just off the western edge of the parking lot, and another just off the south edge of the parking lot, both accessible by the provision of sloped curb sections.

Similar to existing conditions, additional overflow parking can be provided on the new game field at the west side of the site which is made accessible by means of a sloped curb profile at the northwest most corner of the new parking area.

SITE LIGHTING:

Site lighting is provided by the use of high performance, full cut-off and low profile (small size) post mounted fixtures with LED lamp sources. The fixtures are mounted primarily at 12' height with some fixtures in the interior of the parking lot being set at 16' height. The nature of the fixture housing, optics and LED lamp source provides for very crisp control of the light patterns and sharp cutoff of back lighting where lights are located on the perimeter of parking areas and drives. Being full cutoff, fixtures are "dark sky" friendly and compliant with the zoning requirements. The LED lamps are specified at a color temperature of 3,000K (Kelvin) which is warm and closer to incandescent light temperature.

On typical school days, pole mounted lighting will be turned on throughout the site at nightfall by means of light sensors, and will be turned off by timeclock at 11:30 p.m. This schedule accommodates the regular anticipated occupancy of the facility until 11:00 p.m. Pole mounted site lighting will be activated at 4:00 a.m. by timeclock controller, and will remain on until turned off by photocell as sufficient daylight breaks.

Excepting lighting at the school's main entrance that may be ornamental in nature, all building mounted lighting associated with exit and entrance doors will be full cut-off in nature, design to cast light down onto walking surfaces, and fixtures will not have exposed lamp sources.

TRAFFIC CONTROL GATES:



A sliding traffic control gates is installed between the traffic circle or "round about" and the bus loading and unloading zone along the north side of the school. A second swinging pipe gate is installed on the exit drive to Graham Road at the approximately 155' back from the property line at Graham Road. These gates will be closed by school personnel after all busses have discharged students for morning arrival, and will remain closed until school dismissal and bus loading activities begin. Gates will generally remain closed evenings, nights and weekends to prevent automobile or service traffic from passing through the playground area except when specifically opened by school staff to facilitate service and deliveries (generally occurring immediately before or after school hours – see section below regarding service and deliveries).

STUDENT LOADING AND UNLOADING:

Buses will discharge students on the curbline at the north end of the school as they arrive at the site. Students will be monitored and guided by school staff to ensure that students are kept out of the bus travel lanes, and that students walking to the site use the raised and delineated crosswalks at either end of the bus staging zone.

After school student loading will occur when all buses are staged in the two parallel bus lanes. The buses staged in the lane closest to the curbline will be loaded first, and when ready, be released as a group. Only then will students be loaded into the second line of busses in the outside lane. Similar to the first line, when ready, the second line of busses will be released as a group. School staff will be in the bus loading zone to facilitate safe student boarding and dismissal.

Parents may discharge students directly to the sidewalk by means of the curbline on the west side of the school. Students will be monitored and guided by school staff to ensure that students are kept out of the travel lanes. Parents may also park and walk students to the front door area. Walking and bike riding students must have written permission to do so from parents. Typically, young students who walk out to Graham are accompanied by their parents.

SERVICE AND DELIVERY TRAFFIC:

Trash Collection will be scheduled to occur before the bus loading period. Collection of general trash is anticipated to occur 3 times per week during the school year. Collection of recyclables trash is anticipated to occur no more than 2 times per week during the school year. Note that dumpsters are located on a heavy duty concrete pad and enclosed by a solid wood panel fence and gate.

Food services and supply deliveries will be made to the school's loading dock before the bus loading period, and at specific times: no earlier than 7:30 am – 8:00 am 9-10:30 am and 2-3 pm (this is designated by food services staff hours of operation and planned around arrival/dismissal and recess waves).

Mail, UPS and Fed Ex deliveries which are typically made during the school day will arrive at the parent drop off curbline and make deliveries to the Main Office via the school's main entrance.

LANDSCAPE TREATMENTS:

Landscape plantings shown on the plans are shown with the intent of compliance with the zoning regulations for Landscape and Buffers (Section 6.2) and Parking Lot Landscaping (Section 6.4.6 and table 6.4.6.A).

Beyond those requirements, new tree plantings have been included for future shade benefits related to play areas, or for enhancing the school image/entrance experience, however, excessive new planting simply for ornament or decoration has been avoided, particularly around the immediate building perimeter. Plants have



been selected for durability and hardiness, and are native or variations on natives to minimize or eliminate requirements for supplemental watering (once established).

Proposed plantings are appropriate to the scale of a new public school project and are not excessive or rising to the level of landscape improvements on might find on commercial properties.

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PHILIP R. SMITH ELEMENTARY SCHOOL
Project Narrative

July 3, 2018; Revised Sept. 6, 2018
 Revised Sept. 19, 2019

GENERAL DESCRIPTION OF THE SCHOOL AND SITE:

The site for the proposed new Philip R. Smith Elementary School is the existing site of the current Philip R. Smith Elementary School. The replacement of the school is an element of Phase 2 of the "South Windsor Public Schools Elementary Schools Master Plan" adopted by the South Windsor Board of Education on October 29, 2013

The current school building of 42,750 s.f. (exterior dimensions) will be replaced by a new building of 60,540 s.f. (exterior dimensions) as originally submitted. In order to accommodate changes in enrollment expectation, the proposed building includes up to 3 classroom spaces as an add alternate to the project, which brings the revised total area of the building to 63,889 square feet. The additional classrooms would be constructed as an expansion of the second floor classroom bar, and would not increase the footprint of the school on the site. The new school building will provide for contemporary standards for space provisions and teaching environments/technologies, as well as modern lighting, mechanical and plumbing systems.

During construction, the school operations will be moved to the former Orchard Hill Elementary School building. This allows the site plan configuration to place the new building in part over space where the current building resides, while providing for separation of bus and automobile traffic and greatly enhanced parking and circulation patterns. The new building will face Avery Street with the primary academic areas, and common spaces sited in a wing facing south. When complete, the school will have increased parking capacity (from 63 to 111 spaces) and new game fields and playgrounds.

Access to the site for automobiles and service traffic will be via a modestly relocated entrance drive from Avery Street. Parent drop-off activities will occur along the south side of the new building and all such traffic will exit back to Avery Street via the primary drive as they do currently. Bus access will be by way of new entrance drive at the northern edge of the Avery Street frontage, and allow for a separate loading and unloading zone on the east side of the new building. Buses will exit the property by way of the relocated primary drive to Avery Street.

A paved firelane (doubling as a pedestrian and bicycle trail) circulates through the back of the school. During school hours, this drive will be gated off to prevent vehicular access.

In addition to improvements for vehicular circulation, the property will also be served by walks and pedestrian/bicycle trails from both entrance drives off of Avery Street, and connect to existing trails and

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Connecticut SBE Certified

160 West Street, Suite E
 Cromwell, CT 06416
 Tel: (860) 635-2877
 Fax: (860) 635-4226

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open space parcels north and west of the school property. This connectivity is consistent with the accessible route requirements throughout the school property.

PARKING:

In regards to parking, the applicant is requesting modification or relief from the parking requirement of Table 6.4.3.B. Using the table's rate of 1 space per 250 s.f. of gross floor area for educational use, the proposed building would require 259 parking spaces. Such a requirement far exceeds the school day need for parking at the site, and beyond the environmental impact to the site and additional impervious coverage, it would be impractical to maintain and costly to construct over twice the amount of parking proposed by the current plan. Faculty and staff are projected to number 54 people, leaving 57 parking spaces available for use by visitors and parents during a typical school day – an increase of 48 spaces over existing conditions. These 57 spaces represent 50% of available parking spaces. The total permanent parking being provided is also a practical limit when balancing the siting of the building and program requirements such as play, recreational fields and services to the building, as well as considerations for the amount of impervious surface and the related stormwater quality management improvements that accompany parking.

20 additional event parking spaces can be provided by parallel parking on a portion of the new bus loop drive.

Overflow parking for large events both in the existing configuration and in the proposed use has been & will continue to be on the existing front lawn area which is made accessible by means of a sloped curb profile at the upper end of the main entrance drive. This provides for at least a net of 71 additional parking spaces that can be available to accommodate event parking. The configuration of this area is conducive to delineation by traffic cones or post and ribbons put in place at the time of an event.

SITE LIGHTING:

Site lighting is provided by the use of high performance, full cut-off and low profile (small size) post mounted fixtures with LED lamp sources. The fixtures are mounted primarily at 12' height with some fixtures in the interior of the parking lot being set at 16' height. The nature of the fixture housing, optics and LED lamp source provides for very crisp control of the light patterns and sharp cutoff of back lighting where lights are located on the perimeter of parking areas and drives. Being full cutoff, fixtures are "dark sky" friendly and compliant with the zoning requirements. The LED lamps are specified at a color temperature of 3,000K (Kelvin) which is warm and closer to incandescent light temperature.

On typical school days, pole mounted lighting will be turned on throughout the site at nightfall by means of light sensors, and will be turned off by timeclock at 11:30 p.m. This schedule accommodates the regular anticipated occupancy of the facility until 11:00 p.m. Pole mounted site lighting will be activated at 4:00 a.m. by timeclock controller, and will remain on until turned off by photocell as sufficient daylight breaks.

Excepting lighting at the school's main entrance that may be ornamental in nature, all building mounted lighting associated with exit and entrance doors will be full cut-off in nature, design to cast light down onto walking surfaces, and fixtures will not have exposed lamp sources.

TRAFFIC CONTROL GATES:



Two swinging pipe gates will be installed at either end of the firelane that runs around the north and west sides of the school with the intent of restricting traffic behind the school during school hours. These gates will be closed by school personnel before busses have arrived with students for morning arrival, and will remain closed until school dismissal and bus loading activities are complete. Gates will generally remain open evenings, nights and weekends to facilitate police patrols and service functions at the site before or after school hours.

STUDENT LOADING AND UNLOADING:

Buses will discharge students on the curblane along the east side of the school (facing Avery Street) as they arrive at the site. Students will be monitored and guided by school staff to ensure that students are kept out of the bus travel lanes, and that students walking to the site use the raised or delineated crosswalks at either end of the bus staging zone.

After school student loading will occur when all buses are staged in same loading zone. When loaded and ready, the second line of busses will be released as a group. It is anticipated that school staff will be in the bus loading zone to facilitate safe student boarding and dismissal.

Parents may discharge students directly to the sidewalk by means of the curblane on the west side of the school. Students will be monitored and guided by school staff to ensure that students are kept out of the travel lanes. Parents may also park and walk students to the front door area.

SERVICE AND DELIVERY TRAFFIC:

Trash Collection will be scheduled to occur before the bus loading period. Collection of general trash is anticipated to occur 3 times per week during the school year. Collection of recyclables trash is anticipated to occur no more than 2 times per week during the school year. Note that dumpsters are located on a heavy duty concrete pad and enclosed by a solid wood panel fence and gate.

Food services and supply deliveries will be made to the school's loading dock before the bus unloading or loading period, and at specific times: 7:30 am – 8:00 am 9-10:30 am and 2-3 pm (this is designated by food services staff hours of operation and planned around arrival/dismissal and recess waves)

Mail, UPS and Fed Ex deliveries which are typically made during the school day may utilize the bus drop off curblane and make deliveries to the Main Office via the school's main entrance.

PERIMETER GATES AND PUBLIC TRAILS

Improved bicycle and pedestrian trail or walk connections will be made to existing trails that occur in the area around and along Dart Brook. Presently, there are two openings in the existing fence that lead to these trails. In conjunction with the pavement improvements, a new 4' clear gate will be installed in these locations, with signage posted on the brook side of the gate indicating that the school grounds are closed to the public during school hours. The existing gate on the northwest fenceline and into the woods will be removed and the opening closed with new fence fabric.

In its current existing configuration, the use of trails and play areas by non-school occupants has not been a problem. As reported it is rare that parents bring kids to use the play areas during school hours and if so, they are asked to come back once school is out. There is no knowledge of anyone using the trails behind the school during school hours.



The potential to use the new sewer connection route from the north end of the school site through to Sedgewick Circle has been considered. As this is not on school property, it is not thought to be a viable option for the scope of this project.

LANDSCAPE TREATMENTS:

Landscape plantings shown on the plans are shown with the intent of compliance with the zoning regulations for Landscape and Buffers (Section 6.2) and Parking Lot Landscaping (Section 6.4.6 and table 6.4.6.A).

Beyond those requirements, new tree plantings have been included for future shade benefits related to play areas, or for enhancing the school image/entrance experience, however, excessive new planting simply for ornament or decoration has been avoided, particularly around the immediate building perimeter. Plants have been selected for durability and hardiness, and are native or variations on natives to minimize or eliminate requirements for supplemental watering (once established).

Proposed plantings are appropriate to the scale of a new public school project and are not excessive or rising to the level of landscape improvements one might find on commercial properties.

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

REGULAR MEETING
SPRINKLE ROOM, TOWN HALL

NOVEMBER 7, 2018
7:00 P.M.

AGENDA: C. New Business

Item. 6: Frontier pending litigation (Resolution/Approval)


Resolution Approving Settlement of Frontier Case:

BE IT RESOLVED THAT Anthony Manfre, Superintendent of Pollution Control, is authorized to execute all necessary releases and/or other documents in the lawsuit brought by the Town of South Windsor against Frontier Communications to settle the pending litigation for \$5,000.00.

**TOWN OF SOUTH
WINDSOR POLLUTION
CONTROL**

Memo

To: Water Pollution Control Authority
From: Tony Manfre, Superintendent of Pollution Control
cc: Patricia Perry, Director of Finance
Date: November 7, 2018
Re: WPCA Budget Close Out



Account 1129 – The Water Pollution Control Authority's fiscal year 2018 budget was set at \$900. There was a surplus of funds in the amount of \$284.52. I am recommending transferring the remaining balance of the budget to the Replacement Reserve, account #44699300-00320, and close out the Water Pollution Control Authority's fiscal year 2018 budget.

Account 3252 – The Water Pollution Control budget for fiscal year 2018 was set at \$4,871,607 which includes operation and maintenance, capital improvements, and debt service. The projected revenue for fiscal year 2018 was \$4,922,286 which comes from sewer user charges, connection charges, assessments along with other sources of revenue.

The total expenditures for fiscal year 2018 were \$4,871,606, leaving a surplus of \$24,770.50. The total revenue was for fiscal year 2018 was \$5,232,233.19, or \$309,947.19 more than projected due to increased delinquent collection rates. I am recommending to close out fiscal year 2018 budget and transfer any and all remaining funds to the Replacement Reserve, account #44699300-00320.

WPC ANNUAL REPORT 2018

THE DIVISION OF WATER POLLUTION CONTROL is responsible for the collection, treatment, and discharge of wastewater. Activities include: wastewater treatment, sludge disposal, laboratory analysis, sewer line cleaning and inspection, and pump station maintenance. This Division is also responsible for the operation of the Veteran's Memorial Park swimming pool pump and filtration system and for the test/adjustment of water chemistry for the maintenance of pool water quality.

During the past year, the Division treated 905 million gallons of wastewater at a treatment efficiency of 99% Biochemical Oxygen Demand and 99% Total Suspended Solids. The Town is required to maintain a treatment efficiency of 85% under the current discharge permit issued by the Connecticut Department of Energy and Environmental Protection. In treating the wastewater, 2,608,496 pounds of wastewater solids were removed and transported to the Hartford Metropolitan District Facility (MDC) for final processing in accordance with the Town's participation in a cooperative regional sludge management program. Wastewater service is provided to more than 8,325 residential homes and to more than 346 industrial and commercial businesses in South Windsor, East Hartford, Vernon, and Manchester. Service is provided to out of town properties in accordance with the provisions of inter-town sewer agreements; through such agreements communities are benefited by limiting the number of expensive pump stations which would otherwise have to be constructed and operated.

During this past year a number of capital improvements were made in the collection system the largest of which included relining 3,500 feet of sewer pipe that conveys almost half of the Towns' flow. The pipe size ranged from 27"-30" and carries over a million gallons of wastewater per day down Chapel Road to the treatment facility.

Cured in place pipe (CIPP) technology was used to rehabilitate the pipe which avoided the need to dig up and replace deteriorated sections. CIPP is a cost efficient, proven way to extend the life of the sewer infrastructure. By utilizing this technology we have prolonged the structural integrity of this truck line for another 50 years.

The Town also completed during the past year, the third year of a four year plan to provide better access to the 20 miles of cross-country sanitary sewer easements. The utility easement vegetation management plan will serve to guide the public, municipal officials and vegetative management contractors in all maintenance activities within the Town utility (both wastewater and storm water) easement right-of-ways (ROW).

This vegetation management plan is based on an Integrated Vegetation Management (IVM) approach developed, utilized and continuously evolved over the past fifty years. These well established arboricultural practices take into consideration the natural resources along the rights-of-way and the cultural use of the landscape by Town residents.

The primary objective of the vegetation management plan is to document the most appropriate practices and procedures to control incompatible vegetation in a program that, overtime, minimizes the need for and impact of vegetation maintenance activities. Within the plan there are guidelines for how the ROW vegetation will be maintained to protect the pipes. In addition to its obscuring the ROW, woody vegetation with strong root systems can potentially enter pipe joints resulting in blockages and sewage bypasses.

To achieve this goal, the primary ecological communities to be established on these ROWs, will primarily consist of grasses and herbaceous vegetation. In the end, these low growing landscapes will help reduce the need for more extensive maintenance activities and will be easier to re-establish in areas where Town workers need to access the pipes.

This past May during Public Works week the treatment plant staff hosted 80 students from Eli Terry Elementary School. The students and chaperones were given a brief overview of the sewer collection system and how the treatment plant works. They were able to take a tour of the onsite laboratory and had a chance to look at microorganisms under the microscope. They were also shown the equipment that is used to maintain the collection system such as the jet truck which is used to clear pipe blockages and clean the sewer pipe. The groups were also shown how our staff utilizes our Supervisory Control And Data Acquisition (SCADA) computer program to monitor and make process changes. The tour was well received by both the students and the treatment plant operators.

WATER POLLUTION CONTROL AUTHORITY - The Water Pollution Control Authority (W.P.C.A.) established in 1966 was originally known as the Sewer Commission. The Authority is made up of seven (7) members and two (2) alternates appointed by the Town Council for a term of four (4) years. Its members are citizens of the Town who volunteer their time to take on the responsibility and obligation of approving sanitary sewer construction plans and the operation of the sewerage system. The Authority levies benefit assessments, establishes fair and reasonable sewer user charges, awards contracts, selects engineers and applies for state and federal funds as authorized in the Connecticut General Statutes, Chapter 103 and the Town of South Windsor Ordinances 103 and 150.

The Water Pollution Control Authority is responsible for the proper functioning and continuous operation of South Windsor's sanitary sewage system which is essential for public health and safety, economic development, environmental protection, and the quality of life for those living and working in our Town. Authority members take seriously their responsibility for this system, and as such, must establish fair and prudent fiscal policies to ensure adequate funding for proper maintenance, repair and replacement of

the system's many components. Planning for future needs of this complex and widespread system entails a degree of unavoidable uncertainty, including, among other things, exposure to unforeseen natural events, accidents, revenue fluctuations, and unplanned facility repair, maintenance and improvement needs.

This fiscal year was the second year for the implementation of the sewer user charge discount program for qualified residents. A qualified resident is a residential sewer user who is eligible for property tax relief under the State of Connecticut Qualifying Income for the Elderly and Totally Disabled Tax Relief Program.

**Sewer User Charge Discount Program
FY 2017/2018**

No Eligible Applicants	Discount(%)	User Chgs	Program Cost
48	10	\$16,632.00	\$1,848.00
60	20	\$18,480.00	\$4,620.00
43	30	\$11,588.50	\$4,966.50
34	40	\$7,854.00	\$5,236.00
1	50	\$ 192.50	\$192.50
Total 186		\$54,747.00	\$16,863.00

Residents are able to apply for the sewer charge discount program at the same time when they apply for the Town's Property Tax Relief Program through the Human Services Department.

During the Fiscal Year 2017/2018, the Water Pollution Control Authority approved a number of commercial and residential projects.

The Authority has retained TaxServ Capital Services, LLC as a means to assist in the Town's efforts to collect more than \$800,000 in delinquent sewer user fees. Town Constables are given 60 days to collect delinquent fees before handing off the accounts to TaxServ. This program has recovered \$486,652.73 in delinquent sewer user fees.

The Authority adopted new regulations to calculate sewer benefit assessments and capacity charges on newly developed and modified properties. The new regulation will ensure that new connections and modified buildings will pay a fee that is comprehensible and reflective of the impact their property will have on the sewer system.


The Future

The W.P.C.A. is involved in working together with other Boards and Commissions in cooperative efforts to meet Town Strategic Plan goals and objectives.

Richard Aries, *Chairperson*

Memorandum

TO: Water Pollution Control Authority
Lori Trahan, Town Clerk

FROM:  Ether A. Diaz, WPCA Recording Secretary

RE: WPCA Meetings Schedule for Calendar Year 2019

DATE: November 2, 2018

The following schedule lists the regular meetings of the Water Pollution Control Authority for calendar year 2019. The May 7th meeting will be held at the South Windsor Treatment Plant, 1 Vibert Road. All other meetings will be held in the Town Hall meeting rooms (Madden/Sprenkel Room) at 7:00 p.m.

January 8, Sprenkel Room
February 5, Madden Room
March 5, Madden Room
April 2, Madden Room
May 7, Treatment Plant, 1 Vibert Road
June 4, Madden Room
July 16, Madden Room (tentative)
August – no meeting scheduled
September 3, Madden Room
October 1, Madden Room
Wednesday, November 6, Sprenkel Room
December 3, Madden Room

CARLA'S PASTA DISCHARGE MONITORING REPORTS

MONTHLY DMR RESULTS FROM FUSS/O'NEILL							VIOLATION SURCHARGE	
DATE	PH LOW	PH HIGH	TSS	BOD	O/G	Q	TSS	BOD
2/28/2018	6.57	12.03	380	1000	82	185,426	\$4,152.57	\$23,043.82
3/28/2018	-	-	140	390	-	-	\$0.00	\$4,890.01
4/24/2018	5.5	11.73	370	730	-	204,682	\$4,261.00	\$16,665.47
5/23/2018	5.7	11.41	400	960	230	186,000	\$4,752.10	\$21,941.79
6/19/2018	5.87	11.81	290	870	140	203,289	\$1,667.15	\$21,095.87
6/22/2018	4.93	11.73	710	1100	-	188,070		
7/10/2018	5.82	11.63	220	580	4.3-34	184,116		
7/13/2018	4.71	11.76	520	460	4.4-100	200,560	\$8,919.72	\$7,844.29
8/21/2018	5.09	11.67	480	1000	110	179,879	\$6,865.20	\$22,354.46
9/18/2018	4.73	11.63	960	1400	-	177,222	\$20,179.59	\$33,204.10
10/19/2018	5.04	11.25	680	1600	-	206,559	\$14,398.72	\$38,794.01
TOTAL							\$65,196.05	\$189,833.81

BOD SURCHARGE FORMULA

BOD, LBS. = (FLOW, MGD) x (CONCENTRATION, mg/L) x (8.34 LBS./GAL.) x (\$0.61/LBS.)

TSS SURCHARGE FORMULA

TSS, LBS. = (FLOW, MGD) x (CONCENTRATION, mg/L) x (8.34 LBS./GAL.) x (\$0.72/LBS.)

OIL AND GREASE ARE PENALIZED AT \$250/DAY/OCCURANCE

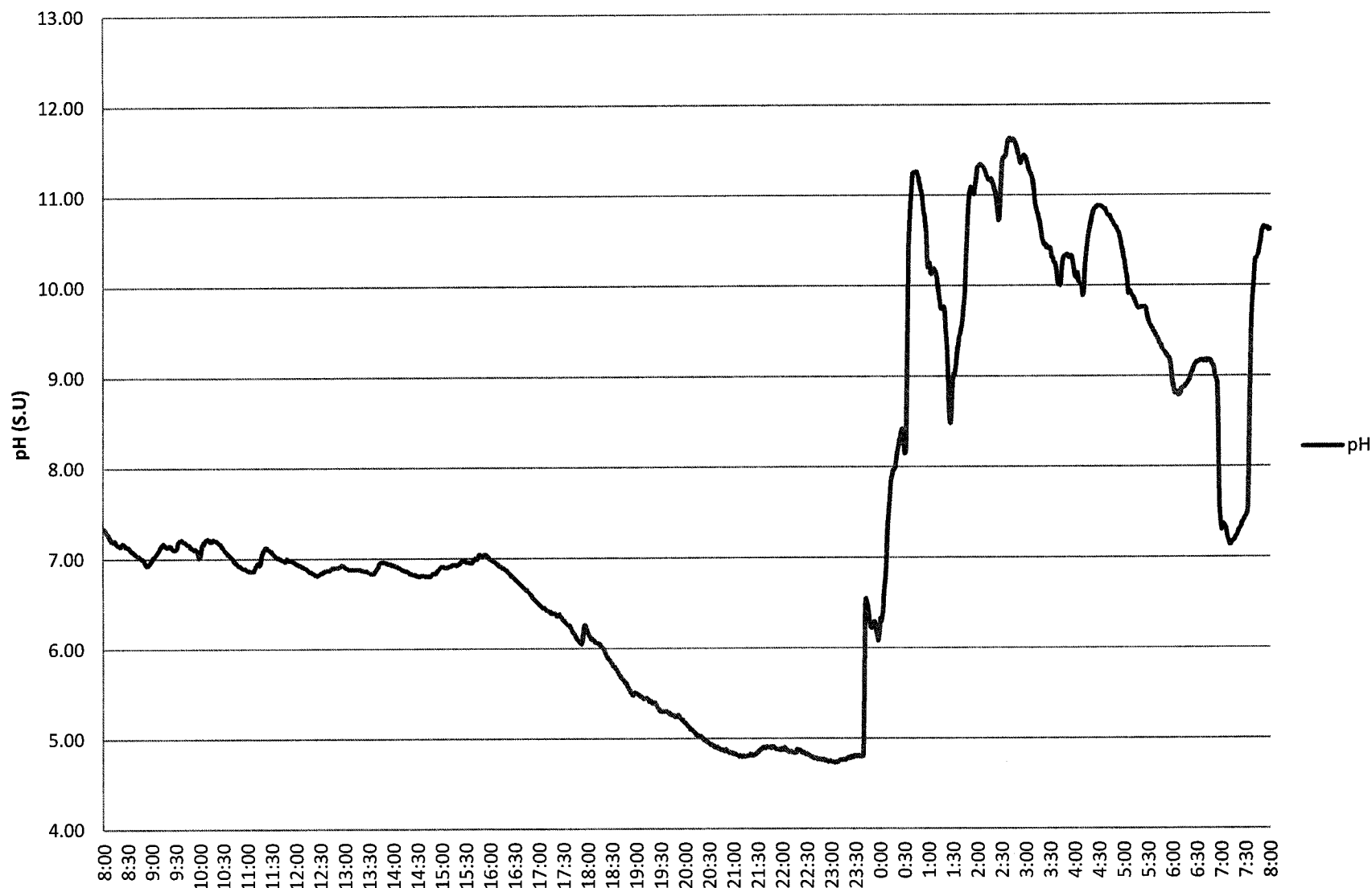
PH IS PENALIZED AT \$250/DAY/OCCURANCE

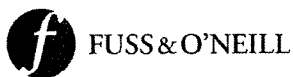
FLOW IS PENALIZED AT \$250/DAY/OCCURANCE

TOWN PARAMETERS		STATE
PH LOW	5	5
PH HIGH	10	12
TSS	238	600
BOD	212	600
O/G	100	100
Q	125,000	N/A
Q VARIANCE	170,000	N/A
TEMP	40 *C	40*C

TREATMENT PLANT COSTS	
DESCRIPTION	COST
100 hP BLOWER/HR	\$6.22
LABOR/HR	\$35.72
OT LABOR x 1.5/HR	\$53.58
OT LABOR x 2/HR	\$71.44
SLUDGE DISPOSAL AND TRANSPORTATION/LBS.	\$0.22
BOD SURCHARGE/LBS.	0.61
TSS SURCHARGE/LBS.	0.72

pH Readings for 24-Hour Composite Sampling on 9/17/18 - 9/18/18
Carla's Pasta, 50 Talbot Lane, South Windsor, CT





FUSS & O'NEILL

Summary of Corrective Actions and Future Action Plan

Carla's Pasta 50 Talbot Lane, South Windsor, Connecticut

The following is a summary of the corrective actions performed by Carla's Pasta to date and the anticipated future actions to address the elevated levels of biochemical oxygen demand (BOD), total suspended solids (TSS), and total oil & grease (O&G) in the food processing wastewater discharges at the existing facility.

Carla's Pasta currently discharges to the South Windsor Water Pollution Control Authority (WPCA) via the sanitary sewer under the DEEP *General Permit for the Discharge of Miscellaneous Sewer Compatible Wastewater* (MISC General Permit). The wastewater is treated by an oil-water separator (OWS) system prior to discharge.

Corrective Actions Performed To Date

Upon having learned about the increased loading levels in the discharge in November 2017, the following corrective actions have been performed by Carla's Pasta to date to address the elevated levels in the discharge:

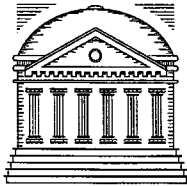
- **Pumpout Frequency Increased** – The material removal by the separator is disposed off-site via tanker truck by a licensed disposal vendor.
 - December 2017 to June 2018: The solids from the oil-water separator were pumped out once every two weeks, instead of monthly.
 - June 2018 to present: In order to further increase the volume of the solids being removed, the frequency of the pumpouts were increased to weekly from bi-monthly.
- **CIP System Evaluation** - An evaluation of the clean in place (CIP) systems were performed to validate water usage needs at the facility. Carla's Pasta continues to implement measures to reduce water usage on an ongoing basis and when operational changes occur.
- **Blow-Off Valve Installation** - Carla's Pasta has installed multiple blow-off valves for the production lines which contain heavy creams/sauces. The objective of the valves is to separate the creams/sauces from the discharge lines to reduce the amount of these materials prior to being discharged to the sanitary sewer.
- **Dry Cleanup Procedures Implemented** - Carla's Pasta has implemented increased dry cleanup procedures, specifically for the third shift operations. The objective of this program is to utilize dry sweeping methods whenever possible and to reduce the amount of water that is used in the manual cleaning operations.
- **Cleaning Chemical Evaluation** - The facility has performed a study in conjunction with their cleaning chemical vendor to evaluate the type and amount of cleaning chemicals used at the facility and to modify cleaning procedures to reduce the amount of chemicals in use at the facility to the extent possible.

- **Third CIP Storage Tank for Expansion** - Carla's Pasta plans to install a third CIP storage tank for the building expansion; the last "rinse" water tank will become the first "purge" water tank in the next cycle. It is anticipated that water usage for this CIP process will be reduced by approximately 33 percent with the addition of the extra storage tank.
- **Investigation of Potential Causes of WPCA Loading Events** - Carla's Pasta has performed several internal investigations of their operations in response to notifications from the WPCA of specific high loading events experienced at the South Windsor Water Pollution Control Facility (WPCF). Based on these investigations, Carla's Pasta has implemented corrective measures to improve operations and to attempt to reduce the amount of materials being discharged to the sanitary sewer.
- **Transparency Regarding Monitoring Results** - Carla's Pasta has been in regular communication and correspondence with the DEEP and WPCA with regards to the monthly monitoring results.

Future Operations/Action Plan

The following is a summary of the future operations and anticipated action items for the facility:

- **Future Reduction in Flows in April 2019** - The initial phase of the building expansion is anticipated to be completed by April 2019. After which, the daily flows for the existing facility are anticipated to decrease and will likely return to approximately the same daily flow rates that were observed in the recent past (last 3 years) at the facility.
- **Two Separate Discharges in April 2019** - The wastewater from the facility expansion will be discharged to a new sewer line on Nutmeg Road South while the existing building's wastewater will continue to be discharged to the existing sewer line on Talbot Lane. As such, it is anticipated that the current elevated daily flow rates for the existing building will continue until April 2019.
- **Ongoing Monitoring and Evaluations (April to June 2019)** - After the building expansion becomes operational, Carla's Pasta will continue to evaluate the existing OWS system and discharge and will determine whether more frequent maintenance measures or other upgrades to the existing system may be necessary. Based on the outcome of the evaluation, corrective actions may be implemented as necessary.
- **Reevaluation by June 2019** - It is anticipated that by June 2019, a determination will be made based on monitoring results and flow information as to whether additional corrective actions are necessary at the existing facility.
- **Corrective Actions by September 2019** - In the event that additional corrective actions are implemented at the existing facility, it is anticipated that the corrective actions would be installed and operational by September 2019.

**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**Exhibit M**

October 10, 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 September 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 September 2018.

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

Number of Active Bills/Accounts: 713 / 333

Lien Age Range: 2008-2018

Table 1

Category	Original Balance ⁽¹⁾	Collected Amount ⁽²⁾	Current Balance ⁽³⁾
Principal	\$568,199.67	\$350,647.53	\$214,477.83
Interest	\$177,636.10	\$158,936.73	\$91,879.96
Collection Fee	\$111,875.37	\$77,694.28	\$45,953.67
Costs of Collection	\$36,136.83	\$25,801.21	\$13,458.12
Total Receivable	\$893,847.97	\$613,079.75	\$365,769.58

Total gross historical collections are \$613,079.75 (\$535,385.47 net of collection fees). Total gross collections in September 2018 are \$35,100.96 (\$30,667.04 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	\$16,847.02	\$9,987.00	\$881.96	\$27,715.98	\$4,038.25	\$31,754.23
TaxServ	\$2,226.55	\$396.50	\$328.01	\$2,951.06	\$395.67	\$3,346.73
Grand Total	\$19,073.57	\$10,383.50	\$1,209.97	\$30,667.04	\$4,433.92	\$35,100.96

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	September 2018 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	10	1,419	7
Redeemed	2	1,205	6
Grand Total	12	2,624	6

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 September 2017 THROUGH September 2018

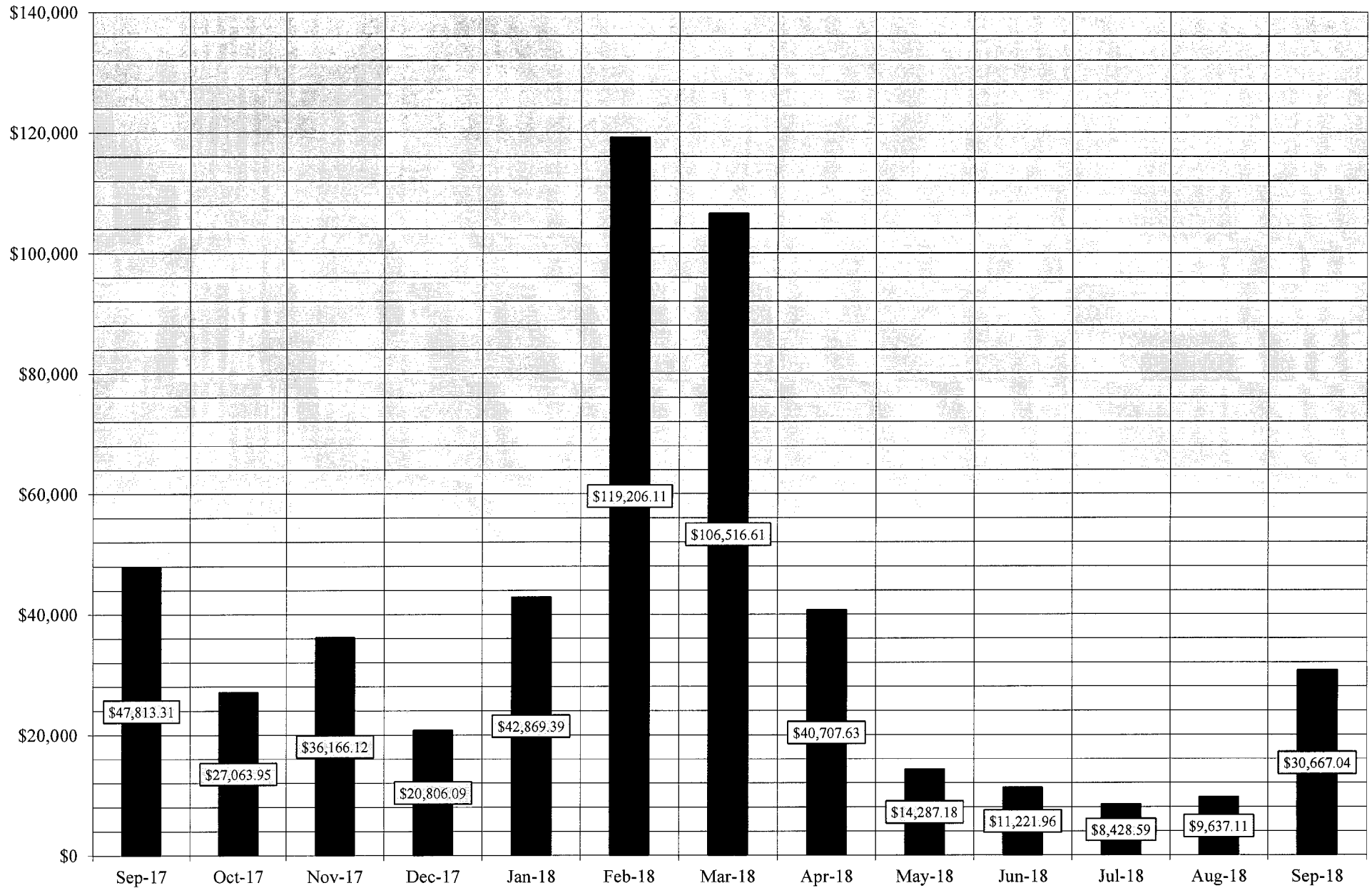


Exhibit N

A collapsed sewer pipe liner caused a blockage that forced wastewater onto Linbrook Road and into the basements of 20 homes, the Metropolitan District said Thursday.

Crews excavated part of the road Thursday and used a closed-circuit television camera to assess the damage. MDC has been working in the area to replace aged water and sewer lines.

ADVERTISING

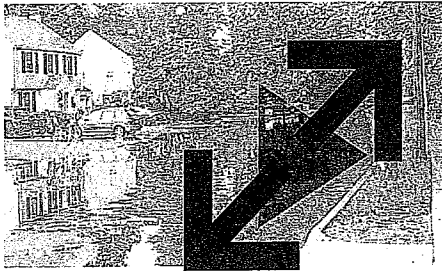
inRead invented by Teads

The collapsed liner was about 4 feet upstream of a manhole — opposite 55 Linbrook Road, according to MDC spokesperson Kerry E. Martin.

It is unclear how much of the pipe will need replacement.

After crews review the camera footage and the extent of the damage is determined, Martin said additional excavation, removal and replacement of the pipe will begin. Sewer service had been temporarily restored through bypass discharge lines, Martin said.

Driveway ramps were installed over bypass lines to allow residents access to the street — which no longer is flooded with sewer water.



MDC contractors worked Thursday to assist homeowners with replacing water or home heating units. Martin said an electrical contractor worked with a West Hartford building inspector Thursday to evaluate electrical panels and wiring affected to determine if they need replacement.

“The goal remains making the properties habitable and getting families back in their home as soon as possible,” Martin said in an evening press release. Martin said four families will stay in hotels Thursday night.

Several homeowners on Linbrook Road woke up to flooded basements Wednesday morning. The Metropolitan District said crews have determined that the flooding “may be due to a sewer blockage in the area.” Crews are on scene pumping the wastewater around the blocked area.

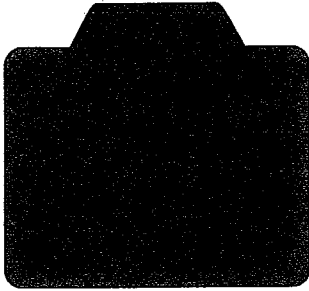
In the meantime, Linbrook Road will remain closed to thru traffic, with only local drivers from North Main Street to the west loop of Montclair Drive allowed into the neighborhood, Martin said.

About 20 properties were affected by flooding, Martin said, with basements filled as high as 6 feet with liquid from the sewer pipe.

Crews spent Wednesday pumping the wastewater away from the blocked area hoping to find the source of the blockage as wastewater gushed from a sewer main just east of North Main Street.

One person reported seeing toilet paper and feces floating in the water.

Neighbors said MDC and contractors had been doing work on the mains underground for two years and that the project was close to completion.



Photos of Rick Bush's basement at 62 Linbrook Road in West Hartford after sewer water flooded nearly five feet of his basement on October 3. (Mikaela Porter)

Rick Bush, who owns a home at 62 Linbrook Road, spent much of Wednesday bailing out the 5 feet of wastewater that filled his basement.

On Thursday, Bush said he stayed awake until about 3 a.m. sifting through damaged photos and hand-written letters from family and friends, dating back 30 years. He described the flooding as a “catastrophic man-made failure” but acknowledged MDC’s efforts to assist homeowners.

“They managed expectations, kept us updated and communicated with us well,” Bush said. “For what happened, the bedside manner they used was excellent. They made sure I’ll be made whole by this process.”

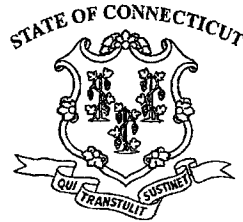
Martin said MDC has met with the project’s primary and subcontractors and their insurance companies “should basically be taking over the claims process” on Friday.

The \$5.3 million project included work on Montclair Drive and Linbrook Road, according to the MDC, to replace aged water lines with an “extensive break history” and replace

the sanitary sewer.

According to MDC, eight new fire hydrants, 5,800 linear feet of 8-inch ductile iron water main and 3,540 linear feet of copper water main were installed.

For the sewer project, according to the MDC, 4,800 linear feet of new sewer line was installed — 3,660 of which was 6-inch sanitary sewer line, 410 feet of 8-inch sanitary sewer, and 790 feet of 10-inch sanitary sewer line was replaced. According to the MDC 5,405 linear feet of the sewer was lined.



Substitute House Bill No. 5130

Public Act No. 18-97

***AN ACT CONCERNING THE SEWAGE SPILL RIGHT-TO-KNOW
ACT AND EXPANDING CONTINUING EDUCATION PROGRAMS
FOR WASTEWATER OPERATORS.***

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subsection (d) of section 22a-416 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2018*):

(d) As used in this section the terms "class I", "class II", "class III" and "class IV" mean the classifications of wastewater treatment plants provided for in regulations adopted by the Department of Energy and Environmental Protection. The Commissioner of Energy and Environmental Protection may establish requirements for the presence of approved operators at pollution abatement facilities. Applicants for class I and class II certificates shall only be required to pass the relevant standardized national examination prepared by the Association of Boards of Certification for Wastewater Treatment Facility Operators. Applicants for class III and class IV certificates shall only be required to pass the relevant standardized national examination prepared by the Association of Boards of Certification for Wastewater Treatment Facility Operators supplemented with additional questions submitted by the commissioner to such board.

Substitute House Bill No. 5130

Operators with certificates issued by the commissioner prior to May 16, 1995, shall not be required to be reexamined. The commissioner shall administer and proctor the examination of all applicants. The qualifications of the operators at such facilities shall be subject to the approval of the commissioner. The commissioner may adopt regulations, in accordance with the provisions of chapter 54, requiring all operators at pollution abatement facilities to satisfactorily complete, on a regular basis, a state-certified training course, which may include training on the type of municipal pollution abatement facility at which the operator is employed and training concerning regulations promulgated during the preceding year. Any applicant for certification who passed either the examination prepared and administered on December 8, 1994, by the commissioner or the examination prepared by the Association of Boards of Certification for Wastewater Treatment Facility Operators and administered on December 8, 1994, by the commissioner shall be issued the appropriate certificate in accordance with the regulations adopted under this section. On and after October 1, 2018, each certified operator shall obtain not less than six hours of continuing education each year. A record of such continuing education shall be maintained by the certified operator and by the facility employing the operator and shall be made available for inspection upon request by the commissioner.

Sec. 2. Section 22a-424a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

(a) For the purposes of this section:

(1) "Sewage treatment plant or collection system" means any sewage treatment plant, water pollution control facility, related pumping station, collection system or other public sewage works;

(2) "Sewage spill" means the diversion of wastes from any portion of a sewage treatment plant or collection system in this state that

Is sponsoring the 4th

Wastewater Management Leadership Program

-- 2018 / 2019 Course Syllabus --

Meetings – 4th Thursday of each month 8:00 – 3:00

Lunch provided with each class - 0.5 hour

Students are expected to attend all training sessions listed in the Course Schedule to complete the program. Reading assignments are to be completed before each session as specified in the course schedule.

An application must be submitted for acceptance into the program. Applications will be reviewed by the selection committee.

Course Schedule for CT WWMLP 2018/2019

1. September 27, 2018 – Introduction to Management

Introduction of Staff, Introduction of students, Expected and desired outcomes.

This class provides an overview of the primary functions of managing. Basic Supervision and Human Relations.

Location: East Windsor Scout Hall / Youth Center

Speakers: Jon Jewett, Town Mgr, Hardwick, VT;

Book Chapters- 1: Supervising, 3: Human Relations.

2. October 25, 2018 – GIS Applications and use, sewer mapping. CMMS, Computer based maintenance and operations programs, canned or created, SCADA, plant and remote.

Past Management program graduates-How the Mgmnt class benefitted you in your career

Location: East Windsor Scout Hall / Youth Center

Speakers: Ed Alibozek Chief Operator East Windsor WPCF, Jon Ference NASSCO Operator , East Windsor WPCF

Book Chapter -10: Computers in managing a utility

3. November 29, 2018 – Engineering Basics

Working with a Consultant, Facilities planning, Design principles, basic blueprint reading. Scaling and station marks, Basic Survey

Location: East Windsor Scout Hall / Youth Center

Speakers: Ed Guilmette, Resident Engineer, Tighe and Bond, Ray Weaver, Process Control Supervisor, Town of Manchester CT,

E.Arthur Enderle III, Sup't East Windsor WPC. **Book Chapters -4:** Planning and Organizing

4. **January 31, 2019- WWTP Budgeting and Finance, QBS, CWF, SRF, USDA**
Location: East Windsor Scout Hall / Youth Center
Past Management program graduates-How the Mgmnt class benefitted you in your career
Speakers: E.Arthur Enderle III, Sup't East Windsor WPCF, Kevin Shlatz, Sup't Enfield WPCF
Book Chapters- 9 : Financial Management

5. **February 28, 2019 Business Communication, Possibility Thinking, Supervisory Secrets and skills**
Location: East Windsor Scout Hall / Youth Center
Speakers: Margaret DeMarino
Book Chapters-13: Community Relations, Chapter 14: Personal and Professional skill

6. **March 28, 2019: Blueprint Reading for Collections systems, Invert Calculations and slopes. Sewer Inspection. Past Management program graduates-How the Mgmnt class benefitted you in your career**
Location: East Windsor Scout Hall / Youth Center
Speakers Diane Johnson P.E, Atlantic States Rural Water and Wastewater
Book Chapters: : 7 – Decision Making

7. **April 25, 2019: NPDES Permitting, State Regulations, Reporting, FOG program. CWPAA, CAC, CTLAN, Who they are and what they do.**
Location: East Windsor Scout Hall / Youth Center
Speakers: Rowland Denny, CT DEEP, Craig Motasky, CT DEEP, Dave Garand, CAC Chairman
Book Chapter 8: Technical Issues and Regulatory Compliance

8. **May 30, 2019-Safety and Emergency Response**
Past Management program graduates-How the Mgmnt class benefitted you in your career
Participants will learn the importance of safety programs/training and being prepared for emergencies. They will learn how to implement effective safety training programs. Understanding the safety programs required by CONN-OSHA,
Writing Safety Plans
Location: East Windsor Scout Hall / Youth Center
Speakers: Katherine Zinnser CONN –OSHA, Chris Caron American Safety and Supply
Book Chapters: 11 Emergency Planning, 12 Health and Safety Planning

9. **June 27, 2019-WPCF Staff Performance, Unions and employment law. Going from being in a union to working with a union. Conducting Employee evaluations.**
Location: East Windsor Scout Hall / Youth Center
Speakers: Jon Jewett, Town Mgr, Hardwick VT.
Book Chapters-2: Communicating, Chapter 5: Training and Teaching skills

10. **November 2019 – Graduation Ceremony at the CT Manager's Forum.**

Participant Speaking Assignments

Communication skills are essential for managers at wastewater treatment facilities; often they are the key person between those who work at the facility and the town manager, the public, elected officials, or public works director. Managers must be able to research an issue and present the information to a group. These speaking assignments help develop these essential skills. Students will each be assigned one topic from the selection below and will prepare a power point presentation. Presentations are limited to 10 minutes.

2018/2019 Available Topics and Presentation Dates 10 Minute Presentation

September 2018	Out of Sight Out of mind, Why collections systems are important How to justify the sewer rates we charge
October 2018	The Quality Based Selection (QBS) Process Preparing a Request for Qualification (RFQ)
November 2018	How to go about establishing Sewer User Fees Preparing a Capitol Budget
January 2019	Conducting Interviews How to conduct a meeting
February 2019	Understanding your electric bill Why televise sewer lines
March 2019	Basics of a FOG program Making the case for joining professional organizations
April 2019	PPE Basics Hazard Assessment
May 2019	Explaining a Rate increase Why are Wastewater treatment plants so valuable to a community
June 2019	What is Biological Nitrogen Removal (BNR) Phosphorous removal using low cost techniques

Two students will be asked to prepare a brief speech for graduation reflecting on what they have learned during the 10 month class and will read it at the managers forum in November

Topic Presentation Procedure:

Presentation Details:

All presentations must be ready on the date corresponding to the chosen topic.

1. The short presentation must;
 - a. Be prepared as a power point presentation
 - i. Not last longer than 10 minutes
 - ii. Be factual
 - iii. Each presentation shall include copies to be handed out to all
 - iv. Provide an opportunity for questions.
 - b. Presenters can include practical information from their own experiences or examples from their WWTF.
 - c. Be focused on introducing fellow students to the topic and why the topic is important to wastewater managers
 - d. Students will be provided anonymous written constructive feedback from other students and instructors to help improve their speaking skills.

Missed Classes: Students are expected to attend all classes. Should a student miss two classes they will not graduate.

Superintendent Shadow

The superintendent shadow activity is designed to get the students out of the classroom and into a facility where they can learn directly from the real life experiences of a manager. Students must spend a minimum of 6 hours with their host manager (who can not be from the student's facility). Course facilitators can help students select a facility for job shadowing prior to the third class.

Students are responsible for arranging all details of the exchange, including proper authorization from their employer to attend if on work time, transportation to and from the facility, and the hours/days of the visit. Students must submit the form for shadowing with the February class..

Students should try to arrange their visit when they can get the maximum benefit depending on their interest. The exchange can also be divided up between multiple days (as long as the 6 hour minimum requirement is met) in order to allow students to learn from a variety of experiences. A log showing dates, times, and activities observed is to be submitted on or before October 15, 2014. Ideas for the exchange can be:

- **Budget Meetings or Budget Preparations**
- **Facility Upgrade Meetings**
- **Implementing New Program or Systems**
- **Troubleshooting**
- **Board Meetings or/public Meetings**
- **Special Occasions**

Students should discuss their interests with their host manager to identify dates when the student can maximize the learning experience.