

Received 8/27/19 @ 11:20 AM
Crueltry Cannella, 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
MADDEN ROOM, TOWN HALL

AGENDA

Tuesday, SEPTEMBER 3, 2019
7:00 P.M.

A. ROLL CALL

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. JUNE 4, 2019, Regular Meeting
2. AUGUST 6, 2019, Special Meeting

C. NEW BUSINESS

1. 10 Sedona Circle, The Learning Experience (Approval to connect)
2. 360 Ellington Road (Approval to Connect)
3. Carla's Pasta
 - a. Set Surcharge Rate for Sept.-Dec. 2019
4. Residential Billing List (approval)
 - a. Bill Insert
5. Review and Closeout CIP accounts
6. Pump Station Improvement Funding Options

D. COMMUNICATIONS AND REPORTS

1. Capital Improvement Projects Update (Memo)
2. Collection of Delinquent Accounts

E. PUBLIC PARTICIPATION (Items not on the agenda)

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

G. UNFINISHED BUSINESS

1. Apartment Billing (Discussion)

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

I. ADJOURNMENT

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**REGULAR MEETING
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A. ROLL CALL

Members Present: Richard Aries, Erik Dabrowski, Toby Lewis, Ashwatha Narayana, Thomas Ruby, and Stephen Wagner

Members Absent: Carol Fletterick

Alternates Present: Vicki Paliulis

Alternates Absent: Anitha Elango

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

Others Present: Timothy A. Coon, P.E., J.R. Russo & Associates, LLC
Daniel Jameson, P.E., Design Professionals, Inc.
Sergio Squatrito, Carla's Pasta
Chris Ecsedy, P.E., LEP., Fuss & O'Neill

Chairman Richard Aries called the meeting to order at 7:00 p.m. The following actions were taken during the September 3, 2019 Regular Meeting of the Water Pollution Control Authority (WPCA).

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. June 4, 2019, Regular Meeting

Motion to accept the minutes of the June 4, 2019, regular meeting as presented.

The motion was made by Mr. Toby Lewis and seconded by Mr. Erik Dabrowski. Mr. Stephen Wagner abstained. The motion passed.

2. August 6, 2019, Special Meeting

Motion to accept the minutes of the August 6, 2019, special meeting as amended.

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

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C. NEW BUSINESS

1. 10 Sedona Circle, The Learning Experience (Approval to connect)

Mr. Timothy A. Coon, P.E. from Design Professionals, Inc. presented the application. Included with the Agenda was a Narrative Report (see Exhibit A). Mr. Coon explained that this application is for a sewer connection to serve The Learning Experience (TLE) proposed at 10 Sedona Circle in the Evergreen Walk Development. TLE is a child development center (day care). The proposed 10,000 square foot building will have a maximum capacity of 153 children.

Mr. Ash Narayana walked in at 7:04 p.m.

Mr. Timothy Coon reported that this project was approved by the Planning and Zoning Commission and the Inland Wetlands Commission. This project is part of the general development plan for Evergreen Walk, said Mr. Coon. Mr. Coon proposed to extend the 8" existing sanitary sewer a bit further, put a manhole and stub it for future development. Also bring a 6" lateral from the proposed manhole and extend it to the second observation manhole that runs into the building. This unit was previously approved by the WPCA for an office building for a sewer connection. Mr. Coon explained that they are requesting to change the use from what was previously approved as an office building to a daycare.

Mr. Tony Manfre asked if they are proposing to install any plaques in the bathroom facilities to not flush rags. Mr. Coon did not have the answer to that. Chairman Aries explained that there is no current regulation in place to enforce that, however, he'll like to make that as a recommendation.

Who owns the sanitary sewer line, asked Mr. Thomas Ruby. Mr. Manfre responded that if there is a pipe failure in the sanitary sewer on Hemlock, Evergreen Walk is responsible to maintain and/or repair.

Mr. Stephen Wagner asked if Evergreen is in charge of maintaining the vegetation in that area. Mr. Manfre responded that the Town own the cross country trunk line in that area, therefore, it is WPC responsibility to maintain but the property laterals are private.

Motion to approve the connection to the Town's Sewerage system for a proposed child development center at 10 Sedona Circle, South Windsor, CT. This approval is subject to the following conditions:

1. Technical approval of the Engineering Department.
2. The sewer line is installed in substantial conformance with the design plans.

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3. Payment of the following charges will be due at the time of connection, the rates for which will be in effect until June 30, 2019:
 - a. Connection Charge in the amount of \$4,312 for 1.10 buildable acres;
 - b. Capacity Charge in the amount \$10,832 for a proposed 2" water meter; and
 - c. Installation of restrooms signs to discourage flushing baby wipes.

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

2. 360 Ellington Road (Approval to Connect)

Daniel Jameson, P.E. with Design Professionals, Inc. presented the application on behalf of the Scannell Properties, LLC. This is a proposed 420,000 sq. ft. distribution facility (see Exhibit B). Mr. Jameson was seeking approval to connect to the Town's sanitary sewer system and explained that there is a proposed trench drain connected to an oil grit separator that is then pumped through the building and ties into a proposed gravity line which convey the wastewater through a pump chamber inside the building. It will then be pumped to a newly constructed manhole in Ellington Road that was built to accommodate the Coca Cola facility and this facility as well.

Are there any proposed drains, asked Ms. Vicki Paliulis. No drains, just a trench drain that will go to an oil water separator, responded Mr. Jameson. Also, there will be no maintaining or washing of vehicles.

Mr. Stephen Wagner asked if the oil water separator is going into the storm water or into the sanitary. It's going to the sanitary, not going to the storm water, responded Mr. Jameson.

Mr. Wagner explained that the Authority previously had discussion on building a large pump station in that area, however, the plan now is that everybody is doing their own pumping. Is that right, asked Mr. Wagner. Mr. Manfre responded that the Town is planning on a force main to serve the rest of Ellington Road. This property will have a private force main that will discharge into an existing manhole on Ellington Road and will flow by gravity to Chapel Road.

Mr. Manfre explained that they are proposing a generator, therefore, he recommended the installation of an automatic or manual transfer switch for an external connection of a generator. Also, they are proposing a private pump station, therefore, he recommended that they provide pump station cut sheets.

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Motion to approve the connection to the Town's sewerage system for a proposed distribution facility located at 360 Ellington Road, South Windsor, CT. The approval is subject to the following conditions:

1. Technical approval of the Engineering Dept.;
2. The sewer line is installed in substantial conformance with the design plans;
3. Copy of a monitoring easement to SMH 1 and SMH 2 allowing the Town access to the private property for the sewer monitoring purposes, the easement must be reviewed and approved by the Town;
4. The installation of oil/water separators meeting the requirements of the State of Connecticut Department of Energy and Environmental Protection (DEEP);
5. The installation of an automatic or manual transfer switch for an external connection of a generator;
6. Provide pump station cut sheets;
8. Payment of the following charges will be due at the time of connection, the rates for which will be in effect until June 30, 2020:
 - a. Connection Charge in the amount of \$159,152 for 40.6 buildable acres;
 - b. Capacity Charge in the amount \$16,248 for a proposed 3" water meter;

The motion was made by Mr. Toby Lewis and seconded by Mr. Stephen Wagner. Mr. Erik Dabrowski explained that he is an abutter, therefore, he abstained. The motion passed.

3. Carla's Pasta

- a. Set Surcharge Rate for Sept.-Dec. 2019

Mr. Tony Manfre distributed a copy of the final report from Fuss & O'Neill (see Exhibit C). Also, he distributed a copy of the Carla's Pasta Discharge Monitoring Reports (see Exhibit D).

Mr. Sergio Squatrito of Carla's Pasta and Mr. Chris Ecsedy of Fuss & O'Neill were in attendance this evening to present a progress report summarizing the activities performed at the 50 Talbot Lane, South Windsor, CT facility. Mr. Ecsedy also requested a percentile reduction in the assessments of the surcharges, penalties and fees, they've submitted that request in writing (see Exhibit E). Mr. Ecsedy explained that in accordance with the Settlement Agreement, this meeting is to set the surcharge rate from 75% to 100%. Mr. Ecsedy explained that Carla's Pasta has been acting in good faith and has worked diligently to resolve the issues encountered. Also, in August they had the lowest concentration of Total Suspended Solids (TSS) and Biochemical Oxygen Demand (BOD) since they've been monitoring under the settlement agreement. Also, the average flows are

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within the 5% threshold that the Town established. Also, in August Carla's Pasta performed weekly pump outs of the existing oil/water separator during periods of lower flow.

Mr. Sergio Squatrito explained that they try to focus on procedural changes in the plant. They've changed a lot of procedures in the plant, however, it is taking a while to validate some of those practices. This August is probably the best case scenario that Carla's Pasta ever had but it is a matter of not doing the cleaning in place (CIP) as often as they were doing it, said Mr. Squatrito. Also, they have a vac truck coming in from Environmental Services, Inc. (ESI); they also are trying to keep open communication with ESI to make sure that they are always using a certain piece of equipment and making sure that it's done on the low flow constraints.

Ms. Vicki Paliulis explained that she read the report and also reviewed Carla's Pasta Connecticut Department of Energy and Environmental Protection (CT DEEP) permit and compared it with the Town of South Windsor's discharge regulations. She expressed that Carla's Pasta is not to exceed 182,320 gallons per day (gpd). She asked if that's the Town's limit. Mr. Ecsedy responded that Carla's Pasta is registered with the State under General Permit for the Discharge of Miscellaneous Sewer Compatible Wastewater (MISC General Permit), and that flow is based on the best available information they had at the time they registered. The Town has a 5% of the capacity to the treatment plant which Carla's Pasta calculated about 125,000 gpd. About 2 years ago Carla's Pasta received a variance from the WPCA for 125,000 gpd, however, with the current Settlement Agreement it was agreed that Carla's Pasta wouldn't exceed 210,000 gpd.

It is stated in the report that there was no wastewater discharge from the expansion in August 2019. Is it because it was a slow month, asked Ms. Paliulis. No, responded Mr. Squatrito and explained that it was because they implemented new procedures which have reduced wastewater volumes. Also, in the report there's language that Carla's Pasta is validating their procedures, objective of the evaluation which was initiated in December 2018. Is that something that Fuss & O'Neill is doing, asked Ms. Paliulis. Mr. Squatrito responded that they did that with Fuss & O'Neill, but they continued to do it on their own. Ms. Paliulis asked Mr. Squatrito to provide his conclusions so far on the wastewater. Mr. Squatrito responded that they got rid of the CIP; they are not doing them every single night. Also, he's working with this employees to use pressure washers instead of life hoses to cut the water usage down and using the steam cleaners.

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Ms. Paliulis explained that in the report there's language that says "Carla's Pasta has evaluated and implemented alternate chemicals for the CIP". She asked Mr. Squatrito to elaborate more on that matter. Mr. Squatrito responded that they track the clean in place that they put the chemicals into. For example, they looked into other chemicals that have buffers on but they are not quite aggressive on the equipment. Ms. Paliulis explained that she'll like more language on the membrane bioreactor (MBR) treatment system that was implemented. Mr. Ecsedy responded that the MBR was just evaluated, they haven't moved forward with that as Carla's Pasta would like to reassess the wastewater at the new location prior to investing in that MBR system.

Ms. Paliulis recommended that more detailed language be provided in the report as far as the corrective actions taken. Mr. Squatrito responded that they have concerns on the freedom of information that this information gets out to their competitors on their cleaning procedures. Mr. Ecsedy responded that on the other hand they provided a more comprehensive report on some of their operations.

Mr. Toby Lewis voiced his concern. He explained that initially the WPCA gave a variance to Carla's Pasta followed by a Settlement Agreement. Even though he is aware that Carla's has made good efforts on this matter, he asked what good is the WPCA word when Carla's Pasta is asking again for consideration of what was already agreed to. Mr. Squatrito responded that they set up a yearly plan that was based on building the new facility. He explained that they are asking for consideration of the range provided in the current settlement agreement of 75% to 100%. The 75% is if Carla's continue to show a good faith and made good positive efforts. Chairman Aries responded that they sort of made a good faith agreement, they were counting on Carla's Pasta faith and they made the payoff in general which is truly appreciated.

Ms. Paliulis commented that Carla's Pasta has improved a lot, however, their BOD levels continue to remain off but the pH is improving. Mr. Squatrito responded that the pH is improving since August as they've done a lot of clean in place changes. With regards to BOD, Mr. Squatrito responded that pasta has a lot of starch when is cooked. Ms. Paliulis responded that she understands the nature of the business, however, if other businesses exceed the level they continue to get notices of violations all of the time. Therefore, that doesn't give a free pass to Carla's Pasta. Mr. Squatrito explained that they've looked into scrubbers and screens for it, but unfortunately it doesn't work as pasta starch stays in suspension in the water. For point of clarification Mr. Ecsedy explained that under the Department of Energy and Environmental Protection (DEEP) Miscellaneous General Permit which Carla's Pasta is subject to, there's no limit for the BOD for

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food processing facilities. The Town BOD level is 230; that's a threshold by which if it's exceeded the WPCA have the right to surcharge and that's the reason of this meeting to discuss the surcharge, said Mr. Ecsedy.

Ms. Paliulis explained that Carla's Pasta have done a lot of improvements, however, some areas are still not quite there and she don't know what it means to the Town as far as exhausting Town resources. Mr. Manfre responded that the numbers for BOD and pH are great numbers they can handle it, however, they have a great issue with the oil and grease.

Chairman Richard Aries explained that initially there was some concern on his part about the good faith efforts when Carla's Pasta came in before the Authority and they were a little bit overly optimistic on having the new location running on as planned. The Authority did grant an exemption for a year of zero fines. Carla's Pasta have done a very good job of proving that they are taking a good faith and is going to continue, said Chairman Aries. However, this is the last opportunity that the Authority can give a break to Carla's Pasta under the Settlement Agreement. Chairman Aries explained that he was not against the idea if fellow authority members agreed to give Carla's Pasta a 25% off the normal surcharge. Chairman Aries explained that he's assuming that Carla's Pasta have every incentive to continue the good work and to make the progress they need to make.

Motion was made to give Carla's Pasta a 75% surcharge discount.

The motion was made by Mr. Erik Dabrowski and seconded by Mr. Thomas Ruby.

Ms. Vicki Paliulis did not agreed. She explained Carla's Pasta have plans for business ventures and they can't just jump in to feeding first, they have to do their homework. The homework was not done, and they are now playing catch up, said Ms. Paliulis. In responded, Ms. Dabrowski stated that as a business owner, in business you do all your homework and then you get thrown out the window. It doesn't always go as planned. For point of clarification, Mr. Manfre explained that the agreement was for a 25% discount, not 75%.

Mr. Dabrowski amended the motion as follow:

Motion was made to approve a 25% reduction on the surcharge fees.

The motion was by Mr. Stephen Wagner. Ms. Vicki Paliulis and Mr. Toby Lewis abstained.

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Ms. Vicki Paliulis asked that the next report include more language to some of the corrective actions taken.

The motion passed.

4. Residential Billing List (approval)

Included with the Agenda was a Memo from Mr. Tony Manfre dated September 3, 2019 (see Exhibit F). Mr. Manfre read the Memo into the record.

Chairman Richard Aries asked Mr. Manfre if there is a report that spread-out how many people that are benefiting from the sewer user charge discount rates for qualified income residents and what percentage discount are they receiving. He explained that in the course of discussing equity and sewer rates the discount rates for qualified income residents program was discussed and Chairman Aries is interested in reviewing this program to determine whether or not this is a program that is working efficiently. Mr. Manfre responded that the information is available and he'll provide the information to Chairman Aries.

Motion to approve the billing list as recommended by Mr. Tony Manfre.

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

a. Bill Insert

Included with the Agenda was a draft copy of a brochure to be included with the residential sewer bill (see Exhibit G).

In reviewing the insert, Chairman Aries explained that his only concern is on the chart that compares the Town's sewer rates with other municipalities' sewer rates. He explained that he is very pleased with the sewer rates in comparison with other municipal sewer rates. However, there may be some level of criticism as the Town's current sewer rate is a flat rate based on 84,000 gallons and not based on the total amount flow in comparison to other towns.

Mr. Ashwatha Narayana explained that previously he reported that the City of Ansonia sewer rate is \$270 yet they have a similar system to South Windsor. They have the same length of sanitary sewer line, eleven pump stations and one treatment facility. Chairman Aries asked Mr. Narayana what Ansonia does when they have a sewer pipe break. I guess they fix it, responded Mr. Narayana. Mr. Erik Dabrowski asked if Mr. Manfre could reach out to them to see if there's some practices that maybe the WPCA can adopt. Chairman Aries responded that they have had sewer

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breaks due to lack of maintenance. Ansonia had three sewer collapses last year, added Mr. Manfre. Mr. Manfre asked what Ansonia is doing for capital improvements and asset management. Just as our work is being reviewed and overseen by the Department of Energy and Environmental Protection (DEEP), responded Mr. Narayana. Mr. Manfre explained that the WPCA is setting aside almost \$1,000,000 per year in capital improvements. Chairman Aries explained that he does not think that Ansonia finances their sanitary sewer system the way ours is financed in South Windsor. Ansonia had sewer pipes collapse and they are significantly underfunded.

Mr. Toby Lewis expressed that it will be reasonable to compare the town's sewer fees with local municipalities. He explained that he likes Mr. Narayana's previous idea of repairing things first such as valves instead of replacing them. However, sometimes it could end up costing more. Mr. Manfre added that emergency repairs is up to 10 times to the cost of preventive maintenance. Meanwhile, the strength of the WPCA is that they invest in capital improvements, asset management and invest into the infrastructure of the Town.

Motion was made to approve the bill insert as presented.

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

5. Review and Closeout CIP accounts

Included with the Agenda was a Memorandum from Mr. Tony Manfre regarding review of the Capital Improvement Project (CIP) Open Accounts (see Exhibit H). Mr. Tony Manfre explained that this is an annual review of the CIP accounts in an effort to close out any accounts that are not active by transferring funds in or out the Reserve Funds and to close out completed projects which will give a more accurate Reserve Fund Balance. In the first page of his Memo, is a list of all the open capital improvement project accounts. Mr. Manfre read into the record his three recommended actions (see Memo, page 2). For the record, Mr. Manfre reported that the Replacement Reserve benchmark was \$4,400,000; if the said recommended actions are approved, the Replacement Reserve funds will increase to \$1,569,163.

Motion was made to approve to closeout CIP accounts as recommended by Mr. Tony Manfre in his Memorandum.

The motion was made by Mr. Thomas Ruby and seconded by Mr. Erik Dabrowski. Mr. Ash Narayana abstained. The motion passed.

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6. Pump Station Improvement Funding Options

Included with the Agenda was a Memorandum from Mr. Tony Manfre (see Exhibit I) regarding funding availability for the pump stations upgrades. Also, Mr. Manfre created a Clean Water Fund flow chart for the pump station upgrades (see Exhibit J) illustrating each step to take for DEEP approval.

Mr. Thomas Ruby asked when the Asset Management will be submitted to DEEP for review and approval. Mr. Manfre responded within a week from this date. Mr. Ruby asked him to find out with DEEP if they will have an objection to the Town beginning to perform the QBS process for engineer to design the project prior to their approval.

Mr. Ashwatha Narayana expressed that the asset management report does not include the structural integrity of the steel cans at the pump stations. How can this report be submitted to DEEP if the evaluation of the steel cans is not included in the report. Mr. Manfre responded that the study to determine the conditions of the cans would be part of the design process. Mr. Narayana also stated that the asset management report reference replacement of the pump stations instead of repairing the pump stations. Mr. Manfre explained that they are reaching the 20 year life expectancy of the pump stations. Mr. Narayana did not agreed to that and explained that each pump station should be taken case by case. If there's no report on the condition of the steel cans how can it be replaced, he asked. Mr. Manfre responded that if they don't need to replace the steel cans at the pump station they won't replace the steel cans, however, this will be determined during the design process. Mr. Narayana explained that he disagreed with some of the recommendations made in the report as it makes reference to replace the equipment, the shut-off valve, and not to repair such. Chairman Aries responded that Wright-Pierce did the study evaluation and they made their recommendations based on their findings. Mr. Manfre explained that recently the WPC staff were doing check valves replacements at the parks. Currently they can't get a part that is needed for the check valves because they were original to the pump station which are 40 years old. Those parts aren't available anymore, so they have to purchase check valves to replace the old ones. Mr. Narayana responded that the report only makes recommendations to replace equipment's. It does not address the alternatives. Chairman Aries explained that there's evidence that Wright-Pierce is assessing what needs to get replaced and needs to get maintained. They are looking into everything to determine what needs to be salvaged. However, certainly the Authority can ask for more information as to why the equipment needs to be replaced and not repair. If the WPCA wants they can invite Mr. Dennis Dievert of Wright-Pierce to the meeting to respond to any questions or concerns from the Authority.

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D. COMMUNICATIONS AND REPORTS

1. Capital Improvement Projects Update (Memo)

Included with the Agenda was a report on the Capital Improvement Projects Update (see Exhibit K). Chairman Aries explained that his request to Mr. Manfre was to have an outline report on this Agenda Item included with the Agenda packet so that members of the Authority have the opportunity to review prior to the meeting and be prepared to have a discussion.

With regards to the Griffin Road Sewer Repair/Avery Street Manhole Replacement, Mr. Ashwatha Narayana asked what the estimated cost of the work was for this project. Mr. Manfre responded that the estimated cost was \$120,000. Mr. Manfre explained that the intent was to get the manhole on Avery Street and the manhole on Chapel Road replaced at the same time. However, one bid was received in the amount of \$149,515 for this project. In order to maintain the estimated cost of \$120,000, the new contract was written to only repair the pipe and replace the manhole on Avery Street; the Chapel Road manhole will be replaced in a separate contract at a later date.

2. Collection of Delinquent Accounts

Mr. Manfre reported that the Collector of Revenue reported that the residential collection rate is at 97.3% for this year and the commercial collection rate is 99.83%. TaxServ has been provided a delinquent file for a total of \$331,885.61. Five properties with sewer liens have been included with the October 1, 2019 tax sale totaling \$15,710.25. The Collector of Revenue office is preparing a refund batch for the WPCA approval in October 2019, said Mr. Manfre.

Included with the Agenda was also a collection report from TaxServ for the outstanding accounts placed with TaxServ Capital Services, LLC for the month of June and July 2019 (see Exhibit L and Exhibit M).

E. PUBLIC PARTICIPATION (Items not on the agenda)

None

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

None

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G. UNFINISHED BUSINESS

1. Apartment Billing (Discussion)

Mr. Stephen Wagner explained that during the August 2019 special meeting, the Authority discussed various options to base the sewer charges, however, there was no consensus on the matter. One option was to lower the minimum flow from 84,000 gallons to 79,000 gallons. Another option was to bill apartments same as condominiums. Or base the residential bill on the amount of bedrooms. Using an Excel worksheet configured as a "rate calculator," Mr. Wagner led a discussion of several fee structure options, showing their impact on various classes of sewer users while maintaining the same total revenue. Note that since the FY21 budget has not been set, these calculations were based on the FY20 budget and fee structure. The following two options were discussed at length:

- If apartments were billed by unit (like condos and single-family homes) and the assumed single-family, condo and minimum business flow is reduced from 84,000 to 79,000 gallons, then homes, condos and minimal water use businesses would see a reduction from \$415 to \$392 (a 5.6% decrease). Apartments would see an increase from their per unit average of \$136 to \$392 (a 189% increase) and businesses using larger amounts of water would see a 0.3% increase.
- If the only change were to reduce the assumed single family, condo and minimum business flow to 79,000 gallons, then homes and minimal water use businesses would see a reduction from \$415 to \$405 (a 2.3% decrease). Apartments and businesses using larger amounts of water would see an increase of 3.9%. Mr. Wagner proposed to bill the apartments same as condominiums as the apartments use almost as much water as condos but are billed about 1/3. Mr. Toby Lewis and Mr. Erik Dabrowski agreed with him. Mr. Wagner explained that currently the apartments are been billed an average of \$136 per unit.

Mr. Thomas Ruby expressed that the distinction is that the condominiums are billed as residential and the apartments are billed as commercial properties which is a very simple distinction to maintain. Chairman Aries explained that someone who buys a property and enjoy the benefit of the property which is one to increase the ability to sell it for profit and the understanding that they need to maintain their own property. On the other hand that's different from someone who just wants to rent.

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Mr. Wagner explained that one option that was also discussed was having a lower rate for apartments or a lower rate for properties with one or two bedrooms. Mr. Ruby responded that it will be a complicated rate structure.

Mr. Wagner explained that currently the apartments are getting a really good deal compared to everyone else. Do we want to continue to give them that deal, or do we want to treat them more like everybody else, asked Mr. Wagner. Chairman Aries responded that they are getting a good deal because that the way they are structured. They are a type of housing for people who does not have the ability or desire to invest in a real property with all the strenuous expenses and benefits that comes with it. Mr. Wagner responded that the demand on the sewer system is very similar to the residential sector. Therefore, he recommended to bill the apartments based on the number of units vs. the amount of water they use. There was a wider consensus on reducing the gallon flow to 79,000 but maintain the same billing procedure for the apartments.

Chairman Aries suggested that reducing the assumed flow to \$79,000 could be used to offset future expense increases needed to support the capital improvements program without increasing the residential sewer fees.

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

None

I. ADJOURNMENT

Motion was made to adjourn the meeting at 9:20 p.m.

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

Respectfully Submitted,

Ether A. Diaz
Recording Secretary



Exhibit A

August 13, 2019

Tony Manfre
South Windsor WPCA
1340 Sullivan Avenue
South Windsor, CT 06074

Re: The Learning Experience, Evergreen Walk
App. #19-37P

Dear Tony,

On behalf of the applicant, Colchester Properties LLC, I am providing the attached application for a sewer connection to serve The Learning Experience (TLE) proposed at 10 Sedona Circle in the Evergreen Walk development. TLE is a child development center (day care) with locations throughout the United States. They offer premier child care to children ages six weeks to five years and after school care for children up to eight years of age. Typical hours of operation are 6:30 am to 6:30 pm. The proposed 10,000 square foot building will have a maximum capacity of 153 children to be served by 26 employees. Average enrollment, however, is approximately 80%, or 123 children. Based on an average daily flow of 10 gallons per day per pupil and employee, the estimated average sewage generation is 1490 gallons per day. According to the architect, the anticipated size of the water service is 2".

Please let me know when this item will appear on a WPCA agenda. If there are any questions, or you require further information, please call our office at (860) 623-0569.

Sincerely,

A handwritten signature in black ink that reads 'Timothy A. Coon'. The signature is fluid and cursive, with the first name 'Timothy' and last name 'Coon' clearly legible.

Timothy A. Coon, P.E.
J.R. Russo & Associates, LLC

Attachments

Cc: Colchester Properties, LLC



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

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

August 20, 2019

Tony Manfre
Superintendent of Pollution Control
Town of South Windsor
1540 Sullivan Avenue
South Windsor, CT 06074

Re: WPCA Application for New Commercial Sewer Connection
360 Ellington Road Distribution Center
360 Ellington Road, 245 Chapel Road, and R008 John Fitch Boulevard
South Windsor, CT

Dear Mr. Manfre,

Design Professionals, Inc. has been engaged to do an engineered site plan for the proposed development of a 421,152 SF distribution facility located on the properties known as 360 Ellington Road, 245 Chapel Road, and R008 John Fitch Boulevard

Expected sanitary flows from the Distribution Center are 780 gpd on a per capita basis, assuming an average of 60 maximum employees and 13 gallons per person per day. Water will not be used for any industrial process and there will be no industrial process that discharge wastewater.

Due to the site's location, a gravity sanitary sewer service connection is unobtainable. To satisfy building sanitary sewer service requirements, a proposed force main connection to the existing sewer system in Ellington Road is proposed. The proposed force main will convey pumped effluent to an existing manhole to the south east of the property in Ellington Road.

The pump station location would be in the south-eastern portion of the property frontage to reduce the length of force main needed to connect to the existing sanitary sewer manhole in Ellington Road. This would also reduce the depth and size of the pump station as it will not accommodate connections for further properties and would reduce construction cost.

This option would be designed only to serve the property owners immediate interests. This location and configuration would be private. Preliminary review of the area indicates that an invert of 62.0 at this proposed pump location would be sufficient to accommodate this property. The final invert would be determined after final discussions with your department.

Feel free to contact us with any questions or comments.

Regards,
DESIGN PROFESSIONALS, INC.

John Mills, P.E.
Senior Project Engineer



DRAFT

August 5, 2019

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

RE: Carla's Pasta
Monthly Progress Report – July 2019

Dear Mr. Manfre:

On behalf of Carla's Pasta of South Windsor, Connecticut, we are providing this progress report for July 2019 summarizing the activities performed at the 50 Talbot Lane, South Windsor, Connecticut facility. This progress report addresses the requirements of the Settlement Agreement, specifically Conditions 4, 5, 6 and 8.

Status of Current Progress to Reduce Discharge of Excess Pollutants

Current Project Status: The following is an update of the status of the facility expansion and the evaluations being performed by Carla's Pasta:

- The preliminary facility expansion operations were initiated in July 2019. It is anticipated that further reduction in the constituent loading will occur when the expansion starts production in September 2019 and becomes fully operational over the next three to four months.
- Carla's Pasta continues to evaluate their operations that discharge wastewater to the wastewater collection system. The objective of this evaluation, which was initiated in December 2018, is to better understand the daily wastewater flows and estimated pollutant loads to the sanitary sewer from specific facility processes. This information will be used to target areas where Carla's can reduce these loads.
- The suspension of the large account mac & cheese production line and the reduction in the milk & cream production line in January 2019 continues to contribute to the significant reduction in wastewater concentrations and daily flows. Further reduction in the milk & cream production is anticipated when the expansion becomes fully operational.

146 Hartford Road
Manchester, CT
06040
t 860.646.2469
800.286.2469
f 860.533.5143

www.fando.com

California
Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont



Mr. Tony Manfre

August 5, 2019

Page 2

DRAFT

- As an update to the June 2019 progress report, a summary of the additional evaluations, corrective actions, and a status update on the actions performed by Carla's Pasta (in bold) is provided as follows:
 - Cambrian Innovation has evaluated the feasibility for anaerobic wastewater treatment processes for the wastewater discharge and has initially recommended a membrane bioreactor (MBR) treatment system. **Status: Complete**
 - Carla's Pasta has evaluated and implemented alternate chemicals for the CIP processes to reduce the pH swings. **Status: Complete**
 - Carla's Pasta has evaluated and implemented alternative cleaning methods which have reduced wastewater volumes. **Status: Complete**
 - Carla's has provided results of the process sampling to several wastewater consultants such that they can continue to assess how best to potentially reduce the pollutants, particularly from the more problematic sources. **Status: Ongoing**

Projected Progress for Next Month: The following is a summary of anticipated next steps for the evaluation:

- Carla's will continue to assess the sampling results and implement corrective actions on an on-going basis.
 - Carla's will plan to perform a full cleaning of the oil/water separator for the existing building including removing excess sediment from the tank walls in August 2019.
 - Carla's will plan to perform the weekly pumpouts of the existing oil/water separator during periods of lower flow (i.e., on the weekends) to maximize the effectiveness of the pumpouts.
- Carla's Pasta will pursue alternatives for a proposed treatment system for the wastewater discharge due to cost considerations in previous designs.
- It is anticipated that Carla's Pasta will have a better understanding of the potential load reduction options after the expansion becomes fully operational over the next three to four months.

Potential Delays: There are no delays anticipated at this time.



Mr. Tony Manfre
August 5, 2019
Page 3

DRAFT

Monthly Monitoring Results

Existing Discharge to Talbot Lane

On July 24, 2019, Fuss & O'Neill conducted effluent monitoring of the existing wastewater discharge. Fuss & O'Neill collected effluent samples from the sampling/metering manhole immediately downstream of the oil/water separator in accordance with the South Windsor Water Pollution Control Authority (WPCA) and DEEP *General Permit for the Discharge of Miscellaneous Sewer Compatible Wastewater* (MISC General Permit) requirements. Samples were collected during a typical operating day over a 24-hour period starting and ending at approximately 8:00 a.m. on the day of sampling as follows:

- One flow-weighted composite sample was collected
- pH measurements were made continuously over this period

The composite sample was collected on a flow-weighted basis. The composite sample was analyzed for biochemical oxygen demand (BOD) and total suspended solids (TSS) by a State Certified Laboratory.

A table summarizing the wastewater sampling results (*Table 1*), graphs depicting the pH and flow measurements for the July 2019 sampling period, and a copy of the monitoring results is provided in *Attachment A*.

During the collection of the above samples the pH was recorded as being less than the effluent limit (5 S.U.) for several hours on July 24, 2019. Carla's Pasta is in the process of evaluating the facility operations and existing treatment system to determine whether operational changes may be necessary to address the pH issue.

New Expansion Discharge to Nutmeg Road South

On July 31, 2019, Fuss & O'Neill conducted effluent monitoring of the new wastewater discharge associated with the expansion. Fuss & O'Neill collected effluent samples from the sampling/metering manhole immediately downstream of the two new 7,500-gallon oil/water separators in accordance with the South Windsor WPCA and MISC General Permit requirements. Samples were collected during a typical operating day over a 24-hour period starting and ending at approximately 8:00 a.m. on the day of sampling as follows:

- One composite sample was collected (one aliquot every five minutes)



Mr. Tony Manfre
August 5, 2019
Page 4

DRAFT

The composite sample was collected on a time-weighted basis as opposed to a flow-weighted basis due to the new flowmeter for the expansion not being fully installed and operational. The composite sample was analyzed for BOD, TSS, and total metals (copper, lead and zinc) by a State Certified Laboratory.

The sampling results are currently pending and will be provided under a separate cover upon receipt.

It is anticipated that the new flowmeter and pH meter for the expansion will be installed and operational prior to the September 2019 sampling event.

Daily Discharge Flow Records

A copy of the daily wastewater flowmeter readings for July 2019 for the existing discharge to Talbot Lane are provided as *Attachment B*. The average daily flow for the month was calculated as 79,645 gallons per day (GPD). As stated above, the flowmeter for the new expansion discharge to Nutmeg Road South is anticipated to be operational prior to the September 2019 sampling event.

Weekly Pumpout Records

A copy of the weekly oil/water separator pumpout records for the existing facility is provided as *Attachment C*. The oil/water separator pumpout records for the expansion are anticipated to be provided in the future monthly progress reports.

If you have any questions or need additional information, please call one of us at (860) 646-2469.

Sincerely,

Neil P. Hickey, P.E.
Project Manager

Christopher J. Ecsedy, P.E., LEP
Senior Vice President

Enclosures

c: Sergio Squatrito, Carla's Pasta
Don Doeg, Updike, Kelly & Spellacy

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	GROSS SURCHARGE	NEGOTIATED DEDUCTION	NET SURCHARGE
Jan-19	6.51	11.78	180	690	-	76,639	\$ -	\$ 5,777.42	\$ 5,777.42	75%	\$ 1,444.35
Feb-19	4.91	11.47	174	420	36	94,968	\$ -	\$ 3,115.28	\$ 3,115.28	75%	\$ 778.82
Mar-19	7.55	12.75	310	1000	-	96,674	\$ 1,295.70	\$ 12,014.19	\$ 13,309.88	75%	\$ 3,327.47
Apr-19	7.72	13.05	310	1400	-	100,407	\$ 1,345.73	\$ 18,812.13	\$ 20,157.86	75%	\$ 5,039.46
May-19	7.52	11.54	500	890	9.2	93,533	\$ 4,561.70	\$ 10,001.20	\$ 14,562.90	60%	\$ 5,825.16
Jun-19	4.30	10.34	320	950	-	90,967	\$ 1,343.75	\$ 10,246.07	\$ 11,589.82	60%	\$ 4,635.93
Jul-19	3.76	9.88	610	3800	-	79,645	\$ 5,515.21	\$ 45,068.03	\$ 50,583.23	60%	\$ 20,233.29
Aug-19							\$ -	\$ -	\$ -	60%	\$ -
Sep-19							\$ -	\$ -	\$ -	0%-25%	
Oct-19							\$ -	\$ -	\$ -	0%-25%	
Nov-19							\$ -	\$ -	\$ -	0%-25%	
Dec-19							\$ -	\$ -	\$ -	0%-25%	
AVERAGE	6.04	11.54	343	1307	15.15	90,405		YTD TOTAL	\$ 119,096.39		\$ 41,284.49

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

NEW VARIANCE OF 210,000 AS OF 12/2018

BOD SURCHARGE FORMULA

BOD, LBS. = (FLOW, MGD) x (CONCENTRATION, mg/L - 212 mg/L) x (8.34 LBS./GAL.) x (\$0.61/LBS.)

TSS SURCHARGE FORMULA

TSS, LBS. = (FLOW, MGD) x (CONCENTRATION, mg/L - 238 mg/L) x (8.34 LBS./GAL.) x (\$0.72/LBS.)

****Q = AVERAGE DAILY FLOW FOR THE MONTH**

Q, gpd = TOTAL MONTHLY FLOW / # OF DAYS OF MONTH



FUSS & O'NEILL

August 8, 2019

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

RE: Carla's Pasta
Request for Reduced Surcharges for September to December 2019

Dear Mr. Manfre:

On behalf of Carla's Pasta, we are hereby requesting an extension to the percentile reduction in the assessments of the South Windsor WPCA surcharges, penalties and fees. In accordance with the Settlement Agreement, this request is being made for reduced surcharges limited to 75% of the prescribed amount for the remainder of the 2019 calendar year.

Carla's Pasta has worked diligently to perform ongoing evaluations and corrective actions over the past year in an effort to target areas where Carla's can reduce pollutant loads in their wastewater discharge as summarized in the monthly progress reports. It's efforts in this regard have been successful. It is anticipated that further reduction in the constituent loading will occur when the facility expansion starts production in September 2019 and becomes fully operational over the next three to four months. Therefore, it is requested that an extension of the surcharge reduction be granted to Carla's Pasta for the period of September 1, 2019 through December 31, 2019.

Carla's Pasta will continue to perform weekly pumpouts of the existing oil/water separator, monthly monitoring of the discharges and monthly progress reports for the remainder of the 2019 calendar year.

146 Hartford Road
Manchester, CT
06040
t 860.646.2469
800.286.2469
f 860.533.5143

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Vermont

If you have any questions or need additional information, please call one of us at
(860) 646-2469.

Sincerely,

Neil P. Hickey, P.E.
Project Manager

Christopher J. Ecsedy, P.E., LEP
Senior Vice President

c: Sergio Squatrito, Carla's Pasta
Don Doeg, Updike, Kelly & Spellacy

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**TOWN OF SOUTH
WINDSOR POLLUTION
CONTROL**

Memo

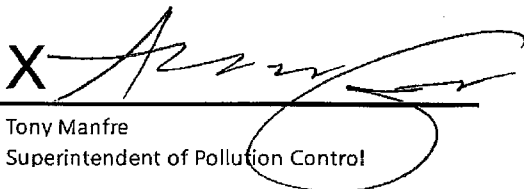
To: Water Pollution Control Authority
From: Tony Manfre, Superintendent of Pollution Control
cc:
Date: September 3, 2019
Re: Residential Sewer User Charge Billing List

During the past year there has been an increase of 103 new residential sewer connections.

The proposed residential sewer billing list includes 8,493 accounts grossing \$3,548,665.00 in revenue.

There are 191 accounts that qualified for the sewer user discount program costing a total of \$19,034.39.

The anticipated net revenue from residential sewer users for fiscal year 2019/2020 is \$3,529,630.61.

X 

Tony Manfre
Superintendent of Pollution Control

Upcoming Capital Improvement Projects Chapel Road: (Phase 2)

Rehabilitation of 4,200 feet of sewer line at an estimated cost of \$1,700,000. Receives flow from the Clark Street pump station and the I-291 Development Corridor.

Benedict Drive Pump Station:

Serving areas east and west of Avery Street and north to Dart Hill Road, this facility directs flow to the Clark Street Pump Station. Replacement of three 1970's era pumps, bypass valves, upgrades to instrumentation and electrical system to support digital communications and site safety improvements. \$2,300,000

Clark Street Pump Station:

Receiving flow from Benedict Drive pump station, Foster Street, Ellington Road, Deming Street and the Buckland Gateway Zone, approximately 45% of the systems daily flow passes through this facility. Flood protection improvements and replacement of pumps, bypass valves, instrumentation and electrical upgrades. \$2,600,000

Pleasant Valley Pump Station:

Receiving flow in the southeast portion of town and from the Quarrybrook and Barrington pump stations. Upgrades of pumps, valves, instrumentation and electrical systems. \$1,800,000

Griffin Road Pipe Repair:

Repairs to cracked sewer pipe and rehabilitation of manhole defects identified through camera inspection. Estimated cost: \$120,000

Rye Street Pump Station:

Flood Protection Improvements. Estimated cost \$51,500.

Water Pollution Control Authority

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

South Windsor Water Pollution Control
860.644.2511 ext. 247

Payment Options

As with other municipal levies, the sewer use bill is an annual assessment payable in full upon thirty days notice. Qualifying low income households under State guidelines are eligible for a discount through a program administered through the Town's Human Services Department. For information, please call 860-648-6361.

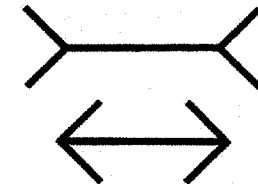
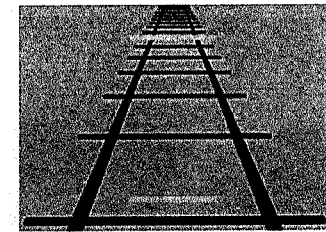
Send checks payable to the "Town of South Windsor" to the Collector of Revenue, 1540 Sullivan Ave., South Windsor, CT 06074. Payment may be made by credit card at www.southwindsor-ct.gov Third party fees apply. Residents who may be experiencing severe financial hardship are encouraged to promptly contact the Collector of Revenue at 860-644-2511 ext.320. Delinquent accounts go to a collection service and risk a lien being placed on the property.

South Windsor

Water Pollution Control Authority

October 1, 2019

Which Lines Are Longer?



Which Pipe Services Your Home?

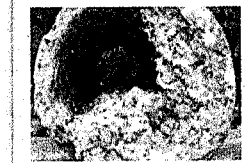
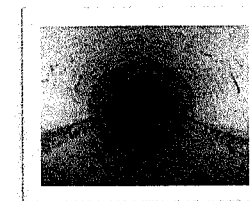


Exhibit G

Fats, Oils and Grease don't disappear down the drain.

Completed Capital Improvement Projects

Chapel Road Sewer Relining (Phase 1) As part of our ongoing sewer pipe inspection program we identify critical deficiencies in our aging sewer lines. Each section of pipe is graded and prioritized for repair. This past year we completed the relining of 3,500 feet of 27"-30" sewer pipe on Chapel Road. Cost: \$720,000

Easement Vegetation Management. Access through an easement is critical for our crews to perform maintenance and emergency operations. In 2015 we began clearing vegetation from the 20 miles of cross-country sanitary sewer easements. The project was divided into four phases. Cost: \$685,000



Photo: Sewer expansion project of Miller Road, July 2018

Miller Road Sewer Extension Currently, 60% of the Town's roadways have access to sanitary sewers. Due to septic system failure, the extension of 1,000 feet of sanitary sewer was completed in August 2018. Cost: \$327,074..

Sullivan Avenue Siphon . Commercial and residential development over time increased flow volumes to the high flow threshold. This project increased the sewer capacity to accommodate future growth. Cost: \$945,713

Why Did My Rate Go Up?

The overriding objectives of the SWWPCA are maintaining a continuously functioning system while minimizing rate increases. Our budget exists apart from the Town Budget and is supported almost entirely through commercial and residential user fees.

Constructed in the 1970's, the 11 pump stations and 130 miles of sanitary sewer lines are now reaching the end of their expected life. Following a major sewer pipe collapse, a system review was completed in 2015 to identify and prioritize the work needed to be undertaken and estimate costs. An asset management report has now identified and prioritized pump station hardware, electronic components, and collection lines for repair/replacement and recommended operational efficiencies. The result is a fifteen-year Capital Improvement Program priced at \$27 million. Town staff estimated that a \$460 residential sewer user fee was necessary to fund this work while attaining adequate capital reserves for emergencies.

In setting this year's rate at \$415, the Authority remains committed to minimizing fee increases. Additionally, staff was directed to investigate alternative sources of funding such as grants or loans and to undertake all necessary activities to comply with eligibility criteria for such funding. That course of financing will provide for a lower than forecast and more stable rate structure than a 'pay as you go' approach to capital projects.

The water pollution control infrastructure, valued at over \$220 million, is an essential factor in continued economic development. The WPCA has adopted a capital improvement plan that outlines a long-term strategy for capital renewal in a fiscally responsible manner. In developing this plan, the Authority is upholding its stewardship of the wastewater infrastructure while minimizing the negative environmental impact to our shared water courses.

How Does South Windsor's Rate Compare*?

Fiscal Year 2020

South Windsor	\$ 415
East Windsor	651
Enfield	440
Manchester (Town)	585
Manchester (8 th District)	469
Metropolitan District	1,203
Vernon	512
Statewide Average (2016)	472

*per 84,000 gallons

How Is South Windsor's Rate Determined?

All non-commercial residences connected to the sewer system pay a user fee. This rate is determined annually as a flat fee allocated across all users to balance the operating and capital improvement budgets after deducting revenue from commercial and industrial accounts and other sources. Non-residential accounts are metered and pay fees based upon their recorded volume. Residences that connect to systems located in Manchester or Vernon pay the South Windsor rate with the SWWPCA making up the difference. Continuation of that practice is currently under discussion. Additionally, the SWWPCA is reviewing the overall structure of the rate system to maintain equity in the distribution of costs among various classes of users. Any proposed changes are subject to notice and public hearing requirements of our regulations.

TOWN OF SOUTH WINDSOR POLLUTION CONTROL

Memo

To: Water Pollution Control Authority
From: Tony Manfre, Superintendent of Pollution Control
cc: Patty Perry, Finance Director
Date: September 3, 2019
Re: Capital Improvement Project Open Account Review

This memo will serve as the annual review of the WPCA's open capital improvement project accounts. There is a dual purpose of this review, the first is to close out any accounts that are not active by transferring funds in or out the Reserve Funds. Secondly, closing out completed projects will give a more accurate Reserve Fund balance.

SEPTEMBER 3, 2019 CIP ACCOUNT REVIEW					
PROJECT	START DATE	ACCT #	REVENUE	EXPENDITURES	ACCT. BALANCE
PLANT OUTFALL PIPE EROSION		44602300	\$ 143,234	\$ 18,943	\$ 124,291
I/I REMOVAL & MANHOLE REHAB		44615300	\$ 656,558	\$ 423,025	\$ 233,533
VEGETATION MGMT	FY19	44654300	\$ 559,724	\$ 430,336	\$ 129,388
AVERY SEWER MAIN IMPROVEMENTS 4113		44651300	\$ 145,000	\$ 73,635	\$ 71,365
PUMP STATION ASSESSMENT STUDY	FY19	44662300	\$ 75,000	\$ 75,000	\$ -
RAISE ELLINGTON ROAD MANHOLES	FY19	44663300	\$ 93,462	\$ 64,382	\$ 29,080
MILLER RD SEWER EXT	FY18	44659300	\$ 365,680	\$ 327,074	\$ 38,606
SULLIVAN AVE SIPHON DESIGN	FY19	44524300	\$ 1,068,000	\$ 945,713	\$ 122,287
BENEDICT DRIVE DESIGN	FY18	44661300	\$ 50,000	\$ -	\$ 50,000
ELLINGTON RD SEWER EXTENSION	FY19	44664300	\$ 128,000	\$ 109,081	\$ 18,919
CHAPEL ROAD PHASE 2A	FY20	4466530	\$ 845,000	\$ -	\$ 845,000

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

The Operating Reserve has been established to offset variations in revenues and expenditures. The balance goal of this fund is 25% of the 3 year average of the Debt Service and Operation and Maintenance budgets.

The Replacement Reserve reflects replacement costs based upon the industry construction cost index. The balance goal is equal to 2% of the facility assets.

SEPTEMBER 3, 2019 RESERVE FUND BALANCE REVIEW		
FUND NAME	GOAL	YTD BALANCE
REPLACEMENT RESERVE	\$4,400,000	\$ 1,159,230
OPERATING RESERVE	\$ 975,598	\$ 1,338,568

Recommended Actions:

1. Transfer \$71,365 from Avery Street Sewer Improvements, account #44651300, to the Replacement Reserve and close out Avery Sewer Main Improvements. This account was remained open until the Frontier case was settled;
2. Rename Benedict Drive Design account to Pump Station Upgrade Design;
3. Transfer \$338,568 from the Operating Reserve to the Replacement Reserve. The Operating Reserve goal is expected to increase to \$1,000,000 in fiscal year 2021.

Summary of Recommended Actions:

- Avery Street Sewer Improvement will be closed out;
- Benedict Drive Design account will be renamed to 3 Pump Station Upgrade Design;
- A total of \$409,933 will be transferred into the Reserve Funds account increasing the balance to \$1,569,163.

X

Tony Manfre
Superintendent of Pollution Control

TOWN OF SOUTH WINDSOR POLLUTION CONTROL

Memo

To: Water Pollution Control Authority
From: Tony Manfre, Superintendent of Pollution Control
cc: Michael Gantick, Director of Public Works
Date: September 3, 2019
Re: Pump Station Upgrade Funding Availability

As we prepare to rehabilitate our critical infrastructure while maintaining an affordable sewer user fee I have been asked by the Authority to explore financing and grant options that will be available to upgrade the Clark Street, Benedict Drive and Pleasant Valley Road pump stations. I have had meetings and correspondence with DEEP officials, town staff and engineering firms to uncover all of our potential sources of funding.

When considering inflation and contingencies, the cost estimate for a full comprehensive upgrade to the three pump stations is \$8,000,000. The most prevalent source of funding is the DEEP Clean Water Fund (CWF) which offers 2% interest over 20 years. The borrowing cap was removed last year which will allow us to finance the full amount if need be. When using the CWF money, the municipality is required to receive DEEP approval through each step of the process. Illustrated below is a summary and timeframe of the process:

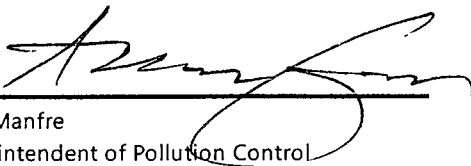
Planning Phase	Submit Asset Management for DEEP Review	4 weeks
Engineering Selection	QBS, DEEP approval	16 weeks
Design Phase	Project design, DEEP approval	32 weeks
Bid Phase	Bidding of project, DEEP approval	15 weeks
Award/Construction	Award and sign contract	<u>6 weeks</u>
		73 weeks

It's important to note that DEEP will assign a case manager to this project to help guide us through the process and ensure that each requirement is met. We will also be working with experienced engineers who are familiar with the CWF process.

Another potential source of funding is through the FEMA Hazard Mitigation Assistance (HMA) program which offers a cost share for flood mitigation improvements. The HMA will fund up to 75% of eligible projects which include structure elevation, dry flood-proofing, hazard mitigation planning and management costs. The Clark Street and Pleasant Valley pump stations are located in flood zones and will more than likely require flood mitigation improvements and be eligible for the cost share grant. Attaining these funds may be more difficult due to the number of projects that we would be competing with.

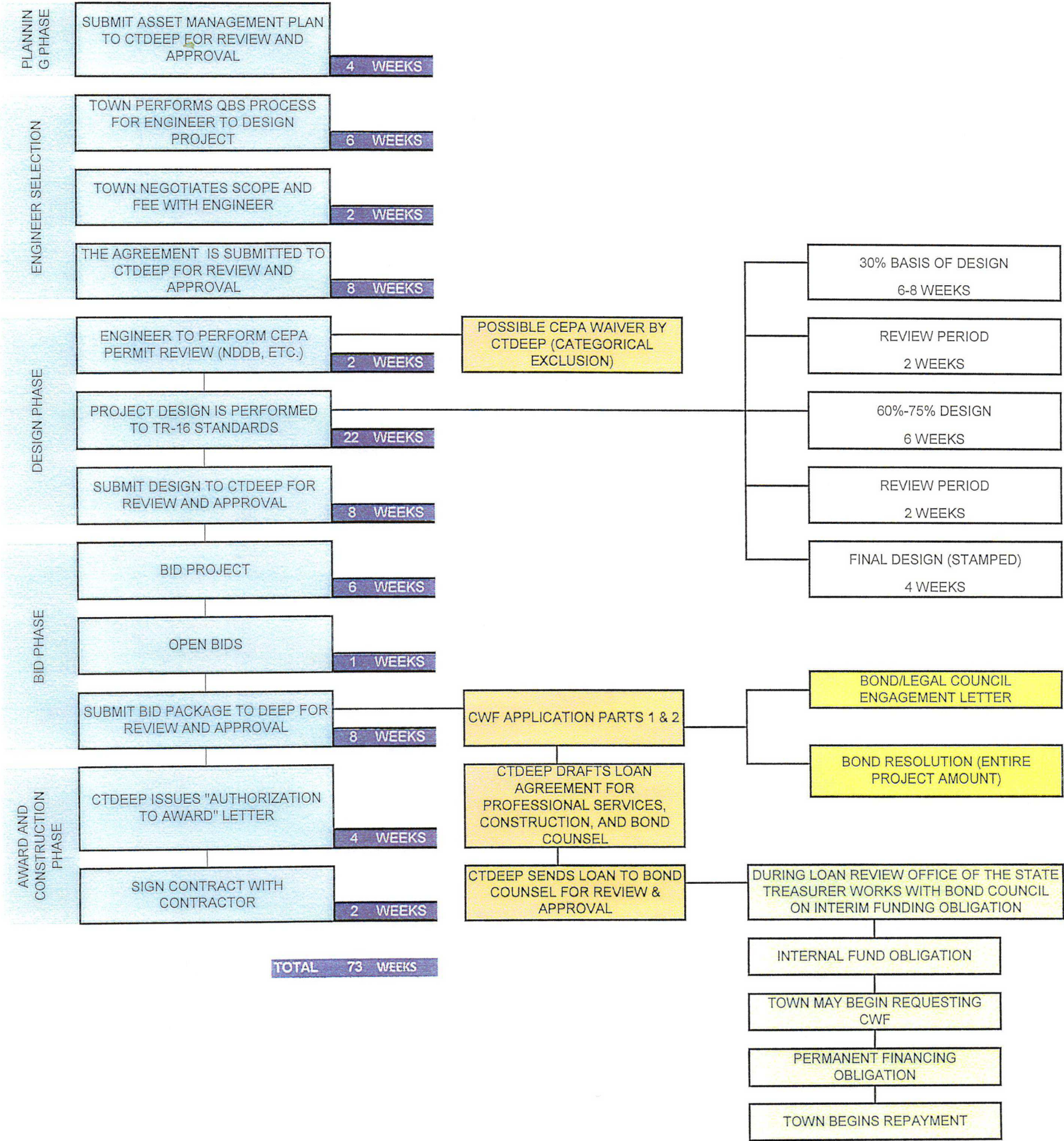
Energize Connecticut offers low interest loans along with financial incentives of up to 40% of the installation cost to replace electrical equipment with "energy efficient process-related equipment" such as motors, variable speed drives and air compressors. There are also incentives available for the installation of energy efficient lighting. With qualifying projects a utility energy expert will help identify energy saving opportunities. If we choose to enter into an agreement with Energize CT we will work with our preferred contractor to purchase and install the equipment. Once the project is completed and inspected we will receive an incentive payment.

As this process evolves I will continue to be on the lookout for opportunities to acquire grants. The most readily available and advantageous financing option at this point is the DEEP CWF. I am planning to submit our pump station asset management report to DEEP for their review by September 30th. Upon approval we can begin the quality based selection for project engineers.

X 

Tony Manfre
Superintendent of Pollution Control

CLEAN WATER FUND FLOW CHART FOR SOUTH WINDSOR PUMP STATION UPGRADES - JULY 2019



WPCA COMMUNICATIONS AND REPORTS

SEPTEMBER 3, 2019

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

D1. Capital Improvement Projects Update

Vegetation Management Plan

- Area 4 land clearing has been completed
- Herbicidal treatment is being applied to Area's 1-3

Sullivan Avenue Siphon

- We continue to hold \$24,000 until we are satisfied with the top soil and seeding of the construction area;
- A letter has been sent to the contractor giving them one last opportunity to complete the project to our satisfaction before we hire a landscaper to complete the work

Ellington Road Manhole Raising

- The project was completed in October 2018
- Holding 2% retainage for one year per contract
- Planning to release the retainage in October

Ellington Road Sewer Extension Design

- Wright Pierce will be moving forward with a force main design to serve the I-291 Corridor
- It was determined that there was not a need for a pump station
 - Full build-out projections have changed significantly since the design process started
 - A force main design will be less expensive to design and construct

Miller Road Sewer Extension

- Awaiting final quantities from the contract
- Once final quantities are determined caveats can be placed on each property and project can be closed out

Griffin Road Sewer Repair/Avery Street Manhole Replacement

- Project bids were opened July 18
- One bid was received \$149,515 to repair the pipe and replace manholes on Chapel and Avery St
- The bid was more than the estimated cost of the work and rejected
- A new contract was written to repair the pipe and replace the manhole on Avery St
 - Chapel Rd manhole will be replaced in a separate contract at a later date
- The bid opening for the new contract is September 9

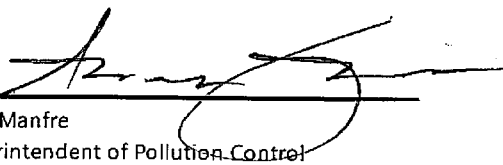
Treatment Outfall Stabilization Project

- Wright Pierce will be bidding the project in September

D2. Collection of Delinquent Accounts

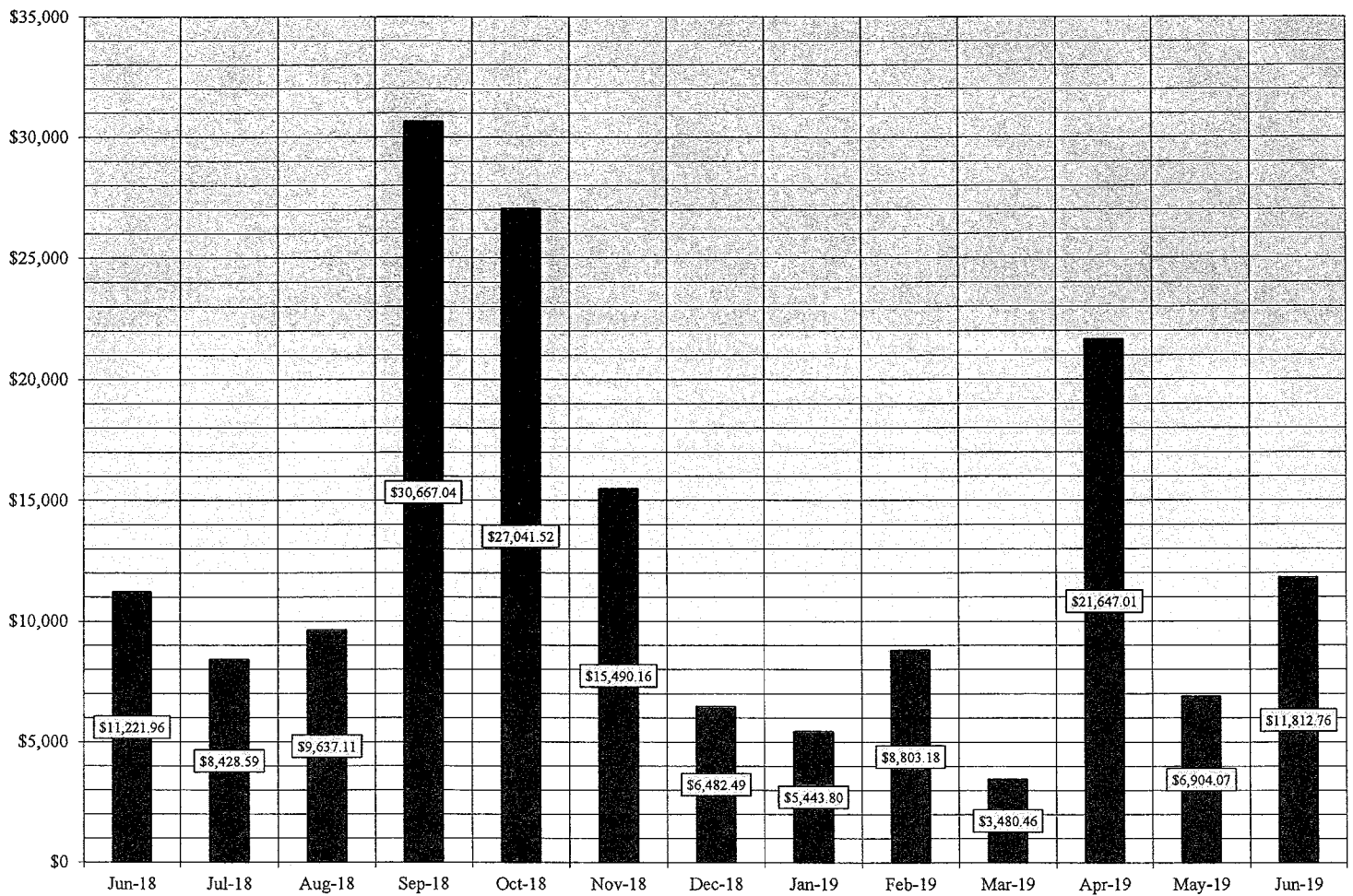
TaxServ Collection Report

	Gross Collection	Net Collection	Current Outstanding Balance
June	\$13,335.47	\$11,812.76	\$430,992.43
July	\$21,336.44	\$18,637.96	\$421,015.38

X 

Tony Manfre
Superintendent of Pollution Control

SCHEDULE A1
South Windsor CT - TAXSERV CAPITAL SERVICES, LLC
MONTHLY COLLECTIONS FOR THE PERIOD June 2018 THROUGH June 2019



SCHEDULE A1
South Windsor CT - TAXSERV CAPITAL SERVICES, LLC
MONTHLY COLLECTIONS FOR THE PERIOD July 2018 THROUGH July 2019

