

Received 09/27/2019 @ 10:50am
Hon. J. [Signature] 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
SPRENKEL ROOM, TOWN HALL

AGENDA

TUESDAY, OCTOBER 1, 2019
7:00 P.M.

A. Roll Call

B. Acceptance of Minutes of Previous Meetings

1. September 3, 2019, Regular Meeting

C. New Business

1. Aldi, 200 Gateway Blvd. (Approval to Connect)
2. Griffin Road Sewer Pipe Repair and Avery Street Manhole Replacement Contract

D. Communications and Reports

1. Superintendent Report
2. Carla's Pasta Update

E. Public Participation (Items not on the agenda)

F. Bills, Change Orders, Disbursements

1. Sewer User Fee Refund Requests

G. Unfinished Business

1. WPCA Member Background
2. Unassessed Properties

H. Executive Session

I. Adjournment

received 11/18/2019 @ 3:55 pm
John J. Mills
etc

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

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SPRENKEL ROOM**

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**REGULAR MEETING
OCTOBER 1, 2019 AT 7:00 PM**

A. Roll Call

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

Members Absent:

Alternates Present: Anitha Elango and Vicki Paliulis

Alternates Absent:

Staff Present: Tony Manfre, Superintendent of Pollution Control
Ether A. Diaz, Recording Secretary
Jeff LeMay, Treatment Plant Supervisor

Others Present: John J. Mills, IV, P.E., Design Professionals, Inc.
Benjamin Wheeler, PLA, Design Professionals, Inc.

Chairman Richard Aries called the meeting to order at 7:00 p.m. The following actions were taken during the October 1, 2019 Regular Meeting of the Water Pollution Control Authority (WPCA).

B. Acceptance of Minutes of Previous Meetings

1. September 3, 2019, Regular Meeting

Motion to accept the minutes of the September 3, 2019, regular meeting as presented.

The motion was made by Mr. Toby Lewis and seconded by Mr. Stephen Wagner.

Mr. Wagner requested additional time to review the minutes.

Motion to table acceptance of the minutes of the September 3, 2019 regular meeting until next meeting.

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

C. New Business

1. Aldi, 200 Gateway Blvd. (Approval to connect)

Mr. John J. Mills, IV, P.E., with Design Professionals, Inc. presented the application. Included with the Agenda was a Narrative Report (see Exhibit A). This is a proposed 19,209 sf +/- commercial building at 200 Gateway Boulevard, South Windsor, CT and more specifically known as Aldi. Mr. Mills was seeking approval to connect to the public sewer through the stub connection from the adjacent bank development.

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The facility will not have any deli, bakery, or kitchen uses and will be served by a 2" domestic water service. The sanitary design flows for the retail business are 1,900 gallons per day. The sewer connection charge is to be based on the 5.36 acres associated with the proposed development and a capacity charge based on a 1.5" water meter, said Mr. Mills. The sanitary sewer system will be privately maintained, said Mr. Mills. Mr. Tony Manfre explained that there's an easement allowing the Town access to the manhole that they are tying into for sewer monitoring purposes.

Mr. Ben Wheeler of Design Professionals was in attendance and explained that there's no further development to the east of Aldi's as that's going to be conservation land as part of the Inland Wetland approval. However, there's future development to the north behind M&R Liquors which could also tie into the stub that runs to the south of the bank location.

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) Payment of the commercial sanitary sewer fees totaling \$30,440.20 will be due at the time of connection, the rates for which will be in effect until June 30, 2019 and as shown on Exhibit A2.

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

2. Griffin Road Sewer Pipe Repair and Avery Street Manhole Replacement Contract

Mr. Tony Manfre explained that there's a collapsing sewer pipe on Griffin Road that needs immediate repair. Also, on Avery Street and on Chapel Road there are manholes that are deteriorating that also needs to be replaced. The Town solicited bid proposals for replacement of the Avery Street manhole, replacement of the Chapel Road manhole and the repair of the sewer pipe on Griffin Road. The bid opening was on July 18, 2019 and only one contractor bid on the project in the amount of \$149,515 which was out of the estimated budget and rejected (see Exhibit B1). The project scope was adjusted to bring the work within budget. The project bids were opened September 9, 2019. Only one bid was received (same contractor that bid on the first contract) for \$317,380 to repair the pipe and replace the Avery Street manhole; the bid was 212% higher over the previous contract and was also reject (see Exhibit B2). Therefore, Mr. Manfre was seeking approval from the WPCA to permit to waive the bidding process and go with known contractors that are reliable and can do the project. He explained that he talked with two different contractors and received quotes for the pipe replacement in the amount of \$77,000 and \$68,000. To do the Avery Street manhole he received a quote for \$65,000. He's also looking into pipe bursting as an alternative and received a verbal quote of approximately \$45,000.

In reviewing the Bid tabulations for the project (see Exhibit B1 and B2), Mr. Ashwatha Narayana expressed that the terminology changed between the original bid proposal and the second bid proposal; for example, repair, restoration. He asked if

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that has anything to do with the bidding prices. No, responded Mr. Manfre and explained that he changed some language in an effort to obtain an affordable bid proposal. Does the bidding package include language explaining what it means to “repair”, “abandon” and “mobilization”, asked Mr. Narayana. Or is it standard procedure that once “mobilized” they need to “demobilize”. Yes, it’s a standard procedure, responded Mr. Manfre. He explained that it is a standard language of the scope of work. Chairman Aries asked if there’s other material that says a perspective contractor can obtain further details on the job. Yes, they receive the project specifications, responded Mr. Manfre. However, what Mr. Narayana is referring to is just partial material; it is language used in a spreadsheet to determine the highest and lowest bidder.

Mr. Thomas Ruby explained that with regards to demobilization it will be an additional charge that would constitute a change order. The change orders have to be reviewed and approved before they can go forward. With regards to the sewer pipe on Griffin Road, as is a pipe that is throughout the collection system, it is expected to be subject to many more possibilities of minor failures. Is there a mechanism that can be used to have on-call contractors for emergencies without having to go through the process of soliciting bid proposals, asked Mr. Ruby. Mr. Manfre responded that there are some municipalities that have on-call contractors for construction services, however, the WPCA currently does not have that. Is there a mechanism in place where the WPCA could have that, asked Mr. Ruby. Yes, responded Mr. Manfre, he would have to solicit requests for proposals.

Motion was made to approve to waive the bidding process for this project and allow the WPCF to make the pipe repair.

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

In terms of having an on-call contractor, Chairman Aries asked Mr. Manfre to put something together for discussion at the next meeting.

D. Communications and Reports

1. Superintendent Report

Included with the Agenda was a monthly report from Mr. Tony Manfre (see Exhibit C). Chairman Richard Aries thanked Mr. Manfre for putting into play the previously discussed idea of just submitting a report for review and discussion instead of having an agenda item for each matter. In reviewing the report, Mr. Manfre explained that with the latest concerns with Eastern Equine Encephalitis (EEE) and lyme disease the WPCF staff have taken precautions to protect their staff by having a mosquito and tick insecticide periodically applied to the treatment plant grounds. Also, they added mosquito dunks to any standing water and also have insect repellent readily available.

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Discussion ensued on the Veteran's Memorial Pool (VMP) hours. Mr. Manfre explained that the Water Pollution Control Facility (WPCF) staff maintain the water chemistry, pumps and valves at the VMP. The staff have been making an effort to spend less man hours at the pool to reallocate their resources to the maintenance of the treatment plant, collection systems and pump stations. Therefore, this year the Parks and Recreation maintenance division took on a larger role in the day to day functions of the pool maintenance which significantly decreased the hours required by the WPCF staff. Mr. Ash Narayana asked why the WPCF staff is involved with the maintenance of the town's pools. Mr. Jeff Lemay explained that it was his understanding that at one point and time there was an attempt by the WPCF staff to transfer their maintenance duties to the Parks and Recreation Department, however, that didn't go smoothly and the WPCF staff remained involved. A position was added to the WPCF to be partially involved with the maintenance of the pool. The Parks and Recreation does refunds Pollution Control for the work. In the past season the WPCF staff contributed 356 straight time man hours and the Pollution Control charged the Parks and Recreation Department approximately \$48,000, however, they are saying that they can't budget for that. In an effort to reallocate resources to the maintenance of the treatment plant, it was decided to train staff from the Parks and Recreation to take on the day to day functions of the pool maintenance.

In regards to the Sullivan Avenue Siphon, Mr. Manfre reported that the WPC continues to hold \$24,000 until they are satisfied with the top soil and seeding of the construction area. A meeting will be held to discuss a final resolution.

Chairman Aries asked Mr. Manfre to give an overview on the Treatment Outfall Stabilization Project. Mr. Manfre explained that Wright-Pierce is in the process of soliciting bids for this project. The bid opening is scheduled for October 18, 2019. All the permits necessary for this project are in place.

Included with the Agenda was also a copy of the collection report from TaxServ for the outstanding accounts place with TaxServ Capital Services, LLC for the month of August 2019. (see Exhibit D).

2. Carla's Pasta Update

Mr. Tony Manfre distributed a copy of Carla's Pasta monthly progress report submitted by Fuss & O'Neill (see Exhibit E). The copy of the report was missing pages, therefore, Mr. Manfre will provide the report via email to members of the Authority for review and discussion.

E. Public Participation (Items not on the agenda)

None

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F. Bills, Change Orders, Disbursements

1. Sewer User Fee Refund Requests

Included with the Agenda was a Memo from the Collector of Revenue, Jennifer Hilinski-Shirley (see Exhibit F) seeking approval to process 19 refund requests totaling \$5,181.10.

Motion was made to approve 19 refunds totaling \$5,181.10 as noted on the attached report of Exhibit F.

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

G. Unfinished Business

1. WPCA Member Background

Mr. Tony Manfre explained that previously members of the Authority were asked to submit a brief personal background history. Included with the Agenda, copies of the background histories were submitted (see Exhibit G). Chairman Aries expressed that he is very impressed by the diversity and broad knowledge that each member brings to the table which can be helpful to the Authority. Chairman Aries asked to those members that have not submitted their background history to do so for discussion next meeting.

2. Unassessed Properties

Included with the Agenda was a Memo from Mr. Manfre regarding this matter (see Exhibit H). Mr. Manfre read the memo into the record.

H. Executive Session

None

I. Adjournment

Motion was made to adjourn the meeting at 8:02 p.m.

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

Respectfully Submitted,

Ether A. Diaz
Recording Secretary



Exhibit A

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

September 17, 2019

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

Re: WPCA Application for New Sewer Connection
Buckland East, LLC
200 Gateway Boulevard
South Windsor, CT

Dear Mr. Manfre,

Design Professionals, Inc. has been engaged to provide engineering services for a final connection to an existing stub for a proposed 19,209 sf +/- commercial building at 200 Gateway Boulevard in South Windsor, Connecticut. This building would be served by a 4" PVC sanitary lateral that would connect to the previously approved stub connection from the adjacent bank development.

The sanitary design flows based on Section 4.B, Table 4 of the Connecticut Public Health Code for the retail business are 1,900 gallons per day. The facility will not have any deli, bakery, or kitchen uses and will be served by a 2" domestic water service.

The sewer assessment connection charge is to be based on the 5.36 acres associated with this new development and a capacity charge based on a 1.5" water meter.

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

Regards,

John J. Mills, P.E.
Senior Project Engineer

TOWN OF SOUTH WINDSOR SANITARY SEWER FEES

COMMERCIAL/INDUSTRIAL

1. PROPERTY INFORMATION
PLANNING APPLICATION NO. 19-39P
ADDRESS 200 Gateway Boulevard
SUBDIVISION/COMPLEX NAME Aldi
LOT # (IF APPLICABLE)

2. OWNER INFORMATION
LAST NAME FIRST Buckland East, LLC
ADDRESS 6 Executive Drive, Suite 100
CITY STATE ZIP Farmington CT 6032
PHONE: 860-291-8755
EMAIL: bwheeler@dpinc.co

3. HAS THE PROPERTY PAID A PREVIOUS ASSESSMENT?	
<input type="checkbox"/> TOWN INSTALLED SEWER, UNASSESSED PROPERTY - CONTINUE TO STEP 4	<input type="checkbox"/> DEVELOPER INSTALLED SEWER - CONTINUE TO STEP 5
<input type="checkbox"/> TOWN INSTALLED SEWER, PAID ASSESSMENT - CONTINUE TO STEP 6	<input type="checkbox"/> OTHER

4a. BENEFIT ASSESSMENT CALCULATION	
MIN. ZONE FRONTAGE SEE TABLE 1	0
COST PER LINEAR FOOT X	\$82.00
TOTAL	\$0.00

4b. LATERAL ASSESSMENT CALCULATION	
NUMBER OF LATERALS	1
LATERAL ASSESSMENT X	\$1,225.00
TOTAL	\$1,225.00

5. CAPACITY CHARGE	
# OF WATER METERS	1
EDU (TOTAL OF EACH METERS EDU)	3
BASE FEE X	\$2,708.00
TOTAL	\$8,124.00

6. CONNECTION CHARGE (IF APPLICABLE)	
BUILDABLE ACRES	5.36
CONNECTION CHARGE X	\$3,920.00
TOTAL	\$21,011.20

7. DRAIN LAYER PERMIT FEE	
PERMIT FEE	\$80.00

8. TOTAL FEES	
TOTAL OF STEP 4a	\$0.00
TOTAL OF STEP 4b	\$1,225.00
TOTAL OF STEP 5	\$8,124.00
TOTAL OF STEP 6	\$21,011.20
TOTAL OF STEP 7	\$80.00
TOTAL FEE	\$30,440.20

OFFICE USE ONLY
PROJECT COMMENTS:
SIGNATURE:
PRINT NAME:
DATE:

BID TAB - SANITARY SEWER MANHOLE AND PIPE REPLACEMENT 7/18/19

ITEM NUMBER	UNIT	ESTIMATED QUANTITY	BID TYPE	DESCRIPTION	B & W PAVING
1	HRS.	100	ALLOWANCE	UNIFORMED FLAGGER	\$ 5,000.00
2	HRS	24	ALLOWANCE	UNIFORMED OFFICER	\$ 2,640.00
3	EA.	1	LUMP SUM	MOBILIZATION	\$ 10,000.00
4	EA.	1	LUMP SUM	INSTALL DOGHOUSE MANHOLE, EXTEND FORCE MAIN AND ABANDON EXITSING MANHOLE 06-AVE-25	\$ 55,000.00
5	EA.	1	LUMP SUM	INSTALL DOGHOUSE MANHOLE AND ABANDON EXISITING MANHOLE 17-CHPL-15	\$ 30,000.00
6	FT.	50	LUMP SUM	8" TRUSS PIPE REPAIR	\$ 25,000.00
7	HRS.	50	LUMP SUM	SEWAGE BY-PASSING	\$ 20,000.00
8	CY	25	FIXED RATE	LEDGE REMOVAL	\$ 1,875.00
TOTAL BID AMOUNT					\$ 149,515.00

BID TAB - SANITARY SEWER MANHOLE AND PIPE REPLACEMENT 9/9/19

ITEM NUMBER	UNIT	ESTIMATED QUANTITY	BID TYPE	DESCRIPTION	B & W PAYMENT
1	HRS.	80	ALLOWANCE	UNIFORMED FLAGGER	\$ 4,000.00
2	HRS	8	ALLOWANCE	UNIFORMED OFFICER	\$ 880.00
3	EA.	1	LUMP SUM	MOBILIZATION	\$ 10,000.00
4	EA.	1	LUMP SUM	SETUP/BREAKDOWN SEWAGE BYPASS, EXTEND FORCE MAIN, INSTALL/ABANDON MANHOLE 06-AVE-25, COAT INSIDE OF MH, RESTORATION	\$ 250,000.00
5	EA.	1	LUMP SUM	SETUP/BREAKDOWN SEWAGE BYPASS, REPAIR/REPLACE 8" TRUSS PIPE, RESTORATION	\$ 50,000.00
6	CY	25	LUMP SUM	LEDGE REMOVAL	\$ 2,500.00
TOTAL BID AMOUNT					\$ 317,380.00

WPCA COMMUNICATIONS AND REPORTS

October 1, 2019

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

WPCF Staff

With the latest concerns with Eastern Equine Encephalitis (EEE), a mosquito borne virus, and Lime Disease we have taken precautions to protect our staff by having a mosquito and tick insecticide periodically applied to the treatment plant grounds. We have also added Mosquito Dunks to any standing water and also have insect repellent readily available.

Veteran's Memorial Pool Hours

The WPCF staff maintain the water chemistry, pumps and valves at VMP. As the pool has aged this task has become more labor intensive. We have been making an effort to spend less man hours at the pool to reallocate our resources to the maintenance of the treatment plant, collection systems and pump stations. This year the parks and recreation maintenance division took on a larger role in the day to day functions of the pool maintenance which significantly decreased the hours required by our staff. As a comparison, over the last 3 years we have averaged 783 straight time man hours of maintenance; this past season our staff contributed 356 straight time man hours.

Capital Improvement Projects Update

Vegetation Management Plan

- All work has been completed;
- Preparing to close out the project

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 in August giving them one last opportunity to complete the project to our satisfaction before we hire a landscaper to complete the work;
- We will be meeting to discuss a final resolution the first week in October;
 - Contractor was given two options:
 - Come back and complete the work; or
 - The WPC will hire a landscaper to complete the work and we will deduct the cost from what is owed on the project

Ellington Road Manhole Raising

- Planning to release the 2% retainage in October

Ellington Road Sewer Extension Design

- Met with Wright-Pierce to discuss the service requirements for the I-291 Corridor;
- Awaiting draft design of force main

Miller Road Sewer Extension

Nothing New to Report

- *Awaiting final quantities from the contractor;*
- *Once final quantities are determined caveats can be places on each property and project can be closed out*

Griffin Road Sewer Repair/Avery Street Manhole Replacement

- The original contract had a bid opening on July 18, 2019;
- One contractor bid on the project in the amount of \$149,515 which was out of the estimated budget and rejected;
- Project scope was adjusted to bring the work within budget;
- Project bids were opened September 9, 2019;
- One bid was received (same contractor that bid on the first contract) for \$317,380 to repair the pipe and replace the Avery St manhole;
- The bid was 212% higher over the previous contract;
- All bid(s) were rejected


Treatment Outfall Stabilization Project

- The project is open for bids;
- Bid opening is October 18, 2019

Collection of Delinquent Accounts

TaxServ Collection Report

	Gross Collection	Net Collection	Current Outstanding Balance
August	\$9,281.02	\$8,100.84	\$409,586.43



Tony Manfre
Superintendent of Pollution Control

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	August 2019 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	2	1,326	8
Redeemed	5	1,751	6
Grand Total	7	3,077	7

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.

4. Litigation to Collect: TaxServ has now reached the point where continued letters or calls to people would likely not receive much in the way of payment, as such, it is time to begin the use of litigation to collect delinquent accounts. TaxServ is aware that the Town issued an RFP to select a law firm that would help administer tax sales under CGS 12-157 for delinquent real estate taxes. The statute allows for the Town to also include sewer/water liens as part of that process. TaxServ recommends to the Town that as many sewer accounts that match to real estate tax delinquencies be included in that process once it starts. If, for some reason, the Town decides not to award a contract for tax sales, or if there will be lengthy delay before tax sales begin, then we are ready to begin batching the accounts for foreclosure, which includes approval by the Town for the accounts selected to be foreclosed and selecting an attorney firm.

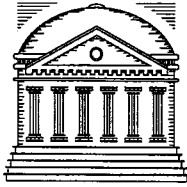
Thank you and please advise if you have any questions or comments.

Sincerely,



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

cc: Mr. Roger Blain



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 D

September 12, 2019

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 May 1, 2018 ("Contract")
Monthly Collections Report for August 2019 ("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 August 2019.

1. Status for August 2019: The following Table 1 presents the characteristics of the bills placed for collection with interest, costs accrued and collections through August 2019:

Number of Active Bills/Accounts: 686 / 313

Lien Age Range: 2008-2019

Table 1

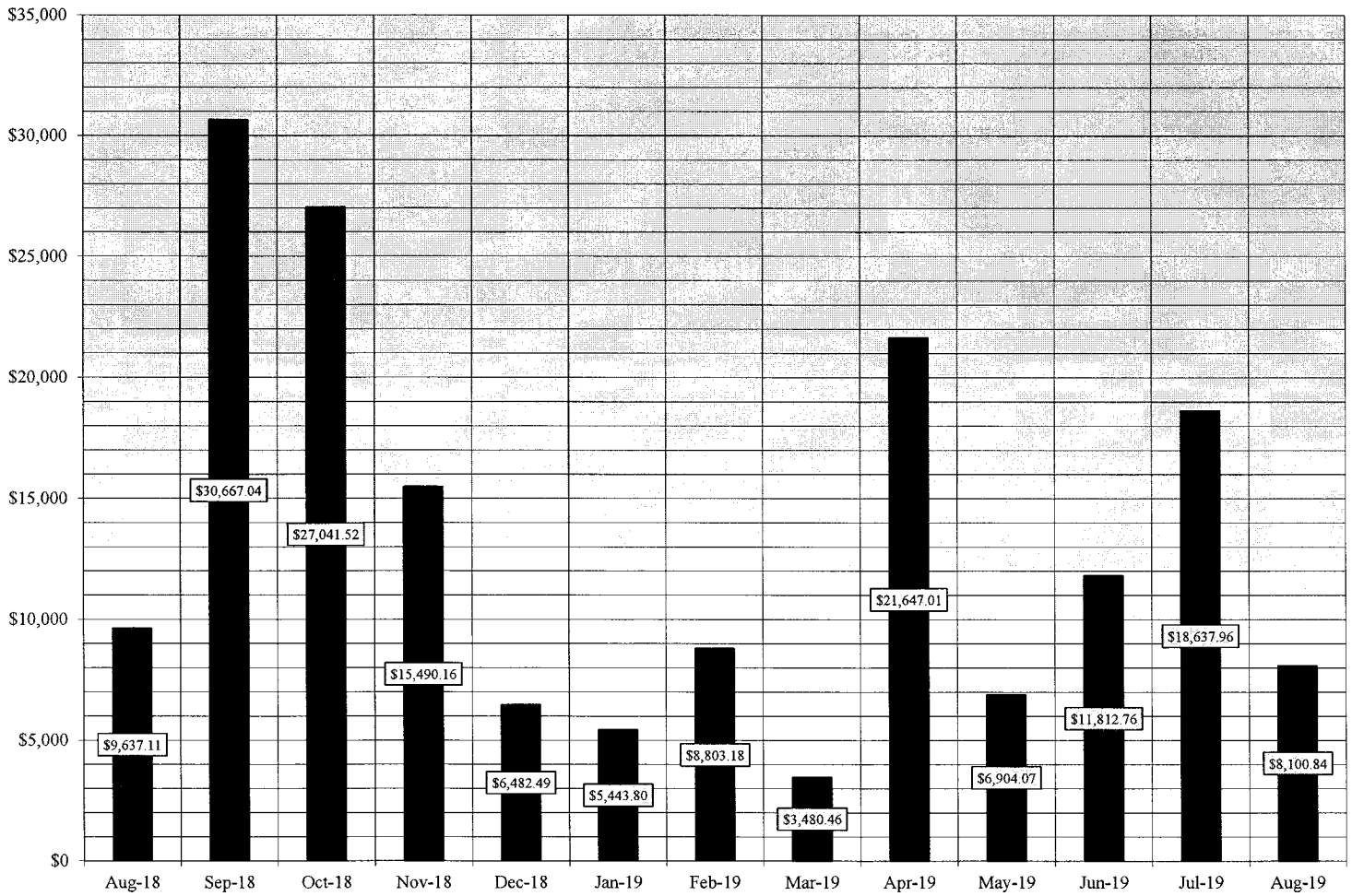
Category	Original Balance ⁽¹⁾	Collected Amount ⁽²⁾	Current Balance ⁽³⁾
Principal	\$677,706.66	\$477,050.32	\$240,110.24
Interest	\$187,401.69	\$209,443.66	\$102,946.35
Collection Fee	\$129,766.25	\$48,366.62	\$51,458.49
Costs of Collection	\$43,060.94	\$91,007.63	\$15,071.35
Total Receivable	\$1,037,935.54	\$825,868.23	\$409,586.43

Total gross historical collections are \$825,868.23 (\$777,501.61 net of collection fees). Total gross collections in August 2019 are 9,281.02 (\$8,100.84 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	\$4,718.00	\$990.80	\$192.00	\$5,900.80	\$868.22	\$6,769.02
TaxServ	\$1,626.85	\$453.19	\$120.00	\$2,200.04	\$311.96	\$2,512.00
Grand Total	\$6,344.85	\$1,443.99	\$312.00	\$8,100.84	\$1,180.18	\$9,281.02

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





FUSS & O'NEILL

Exhibit E

October 1, 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 – September 2019

Dear Mr. Manfre:

On behalf of Carla's Pasta of South Windsor, Connecticut, we are providing this progress report for September 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 October 2019 and becomes fully operational over the next three to four months. Note that there was no wastewater discharge from the expansion in September 2019. Also note that the production was originally anticipated to start in September 2019 as stated in the August 2019 progress report, but was delayed due to final equipment adjustments for the expansion.
- 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. Additional detail regarding this evaluation was provided to you in the previous monthly progress reports for January, February and March 2019.

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

www.fando.com

California
Connecticut
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Massachusetts
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Rhode Island
Vermont



Mr. Tony Manfre
October 1, 2019
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- 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 additional delays anticipated at this time.

Monthly Monitoring Results

Existing Discharge to Talbot Lane

On September 20, 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 September 2019 sampling period, and a summary of the monitoring results are provided in *Attachment A*.

New Expansion Discharge to Nutmeg Road South

Fuss & O'Neill conducted initial effluent monitoring of the new wastewater discharge associated with the expansion in July 2019. Samples were not collected from the expansion in September 2019 since there was no wastewater discharge that occurred during the month. As stated above, it is anticipated that production will start in the expansion in early October 2019 and that a sample will be collected after production commences.

In addition, it is anticipated that the new flowmeter and pH meter for the expansion will be installed and operational prior to the October 2019 sampling event.

Attachment A

Monthly Monitoring Results



Town of South Windsor

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074
TELEPHONE (860) 644-2511

TO: MICHAEL MANISCALCO, TOWN MANAGER
ANTHONY MANFRE, SUPERINTENDENT OF POLLUTION CONTROL
MEMBERS OF THE WPCA
FROM: JENNIFER R. HILINSKI-SHIRLEY, CCMC COLLECTOR OF REVENUE
SUBJECT: REFUND BATCH #1 OCTOBER 01, 2019 AGENDA
DATE: September 23, 2019
CC: PATRICIA PERRY, DIRECTOR OF FINANCE

I respectfully request approval of 19 refunds totaling \$5,181.10 as noted on the attached report. All refund requests received by 10:00 am, September 23, 2019 are included in subject batch.

Ref No	Name	Prop Loc/Vehicle Info	Reason	Over Paid
2019-06-0039724	APPLETON TIMOTHY M & SHEILA A	161 WOODLAND DRIVE	Sec. 12-129 Refund of Excess Payments.	-\$67.96 ✓
2018-06-0044098	BAKER PAUL B & SHARON B	220 NATISKY FARM ROAD	Sec. 12-129 Refund of Excess Payments.	-\$20.99 ✓
2017-06-0046868	DELUCA PATRICK S JR	24 AMATO DRIVE K	Sec. 12-129 Refund of Excess Payments.	-\$17.32 ✓
2018-07-0040012	EVERGREEN MEDICAL ASSOCIATES II LLC	2400 TAMARACK AVENUE	Sec. 12-129 Refund of Excess Payments.	-\$1027.52 ✓
2018-06-0043571	FROST MARLENE G	1909 MILL POND DRIVE	Sec. 12-129 Refund of Excess Payments.	-\$24.09 ✓
2017-06-0046090	LIAN HU	6641 RIVERSIDE DRIVE	Sec. 12-129 Refund of Excess Payments.	-\$174.06 ✓
2019-06-0044755	LUCZKA JOSEPH P	17 DRAKE COURT	Sec. 12-129 Refund of Excess Payments.	-\$400.40 ✓
2018-06-0047076	MASSICORTE KEVIN	100 PLEASANT VLY CONDO	Sec. 12-129 Refund of Excess Payments.	-\$385.00 ✓
2019-06-0047095	MATIN RUMI & NILUFAR K	64 CANDLEWOOD DRIVE	Sec. 12-129 Refund of Excess Payments.	-\$6.00 ✓
2018-06-0047165	PIZZO RITA RUDY & WENDY	37 CASE HILL CIRCLE	Sec. 12-129 Refund of Excess Payments.	-\$385.00 ✓
2019-07-0038529	REDMOND MANCHESTER PROPERTIES LLC	149 DEMING STREET (05)	Sec. 12-129 Refund of Excess Payments.	-\$161.87 ✓
2019-06-0039774	RIKKEBEC INC	758 ELLINGTON ROAD	Sec. 12-129 Refund of Excess Payments.	-\$24.36 ✓
2016-06-0034343	SIRACUSA LAUREN	105 SANDSTONE DRIVE	Sec. 12-129 Refund of Excess Payments.	-\$80.10 ✓
2019-06-0039077	SOMMERS BETINA	214 BUENA VISTA DRIVE N	Sec. 12-129 Refund of Excess Payments.	-\$404.00 ✓
2018-06-0039831	SOUTH WINDSOR REALTY CO LLC	497 BUCKLAND ROAD	Sec. 12-129 Refund of Excess Payments.	-\$385.00 ✓
2018-06-0047023	TANAT ROBERTA A	1104 PLEASANT VLY CONDO	Sec. 12-129 Refund of Excess Payments.	-\$385.00 ✓
2018-06-0038982	WELLS FARGO	259 PIERCE ROAD	Sec. 12-129 Refund of Excess Payments.	-\$310.55 ✓
2016-06-0039893	WELLS FARGO REAL ESTATE TAX SERV	777 DEMING STREET	Sec. 12-129 Refund of Excess Payments.	-\$700.91 ✓
2019-06-0041950	ZUCKER SAMUEL M S & LORI SUE	221 MARGARET DRIVE	Sec. 12-129 Refund of Excess Payments.	-\$26.04 ✓
TOTAL				-\$5,181.10 ✓

Drafted By: Tabitha L Chavis
Deputy Collector of Revenue

Date: *September 23, 2019*

Approved By: Jennifer H. Shirley, CCIMC
Collector of Revenue

Date: *23 Sept. 2019*

Refunds of Excess Payments:

In accordance with Sec. 12-128 and 12-129 of Connecticut General Statutes our office refunds payments made in excess of the amount billed according to standard procedures as outlined below.

- A written application form must be requested and signed by the taxpayer.
- A refund will be issued for accounts that have requested a refund and are not delinquent on other accounts in the same name(s).
- Refund requests are not processed for payment during July and January.
- Refund checks will be issued six to eight weeks from receipt as the Collector of Revenue presents them to Council for approval upon review.

Escrow Accounts:

A refund is issued to the last person/firm/escrow agent that made payment on an account. For example, if a taxpayer paid in December 2018, and his or her escrow agent subsequently also paid the same bill, the refund request and subsequent refund would be issued to ***the escrow agent***, as that is the payment that 'overpaid' the account.

Please contact a staff member for more information, taxcollector@southwindsor.org or 860-644-2511 ext. 320.

Anitha Elango:

A brief summary of my background

I have lived in South Windsor for 19 years and have a son who is a junior in college and a daughter in 7th grade.

I have a Doctorate in Cell and Molecular Biology with a specialization in toxicology and my research was focused on the molecular mechanisms by which environmental pollutants act as hormonal (endocrine) disrupters by mimicking important hormones in our body.

I also have Master's degree in Marine Biology with a focus on water pollution and aquatic toxicology.

I participated in municipal elections for the first time in 2017 and serve as the Treasurer for our town.

I am a founding member of the South Windsor alliance for Progress (SWAP)

I serve on Wood Library board, Energy committee, Timothy Edwards PTO (secretary) and for the last few months on the WPCA.

I work part time as an Adjunct Professor at the Manchester community college where I teach Anatomy and Physiology and General Biology.

Regards,

Anitha Elango.

Carol Fletterick

Carol has been part of the South Windsor community for over 45 years, with 2 children graduating from South Windsor High, and a contributing member of the WPCA since 1987.

Since 2005, Carol has shared her passion for the environment and toxicology as an Adjunct Professor at Gateway Community College in New Haven teaching Introduction to Environmental Science and Toxicology.

She worked at the Office of the Chief Medical Examiner, State of Connecticut from 1987 to 2011, retiring from the position of Director of Toxicology.

Carol earned her B.A. from Marietta College in Ohio in 1966 followed by a M.S. in 1978 from the University of Connecticut. She also completed Ph.D. course work at UConn in Toxicology.

Carol enjoys yoga at the Town Community Center, gardening, and spending time with her pets, one of whom is a therapy dog.

From: TOBIAS LEWIS <tlewis6044@cox.net>
Sent: Thursday, December 27, 2018 12:57 PM
To: Diaz, Ether; Anitha Elango; Ashwatha Narayana; Carol Fletterick; Erik Dabrowski; Richard Aries; Stephen Wagner; Thomas Ruby; Vicki Paliulis
Cc: Manfre, Anthony
Subject: Re: Request -

Something like this?

I grew up in Westport, CT., Boarding school at Trinity Pawling and attended Kenyon College, UMass and Boston University.

I have lived in South Windsor since 1998 and currently serve on Park and Rec and the WPCA, previously I served as a commissioner on the Housing Authority. My daughter went through the entire south Windsor school system and is currently completing her MSA at Quinnipiac. My wife Joyce is a senior executive for Key Human Services in Wethersfield. We attend Avery Street Christian Reform Church.

Toby Lewis brings to **TEM** sales experience in the areas of In-Home Sales, Retail Management, Insurance and Corporate Sales in the IT Staffing industry. He has been in various sales roles from National Vice President to Director of Sales to grunt bag carrier to car salesman and has a respect and understanding for all areas of sales. He is accustomed to developing relationships at the highest level in an organization.

Toby loves training people to sell. The best salesperson he knows is his son, who Toby trained.

On December 24, 2018 at 12:23 PM "Diaz, Ether" <Ether.Diaz@southwindsor.org> wrote:

Dear WPCA Members,

We have four new WPCA members in 2018. In an effort to have everyone to get to know each other, please provide a brief professional background including other committee's you have served on and WPCA experience for distribution to you.

Thank you and Happy Holidays!

Ether Diaz

Administrative Secretary/Contract Compliance Administrator

Dear Ether,

I acknowledge receipt of your message asking me for my brief professional background for being distributed amongst the new members on the WPCA. Here it is.

I was a Connecticut licensed Professional Engineer practicing Civil Engineering till I retired some eight years ago. My first employment was with a small consulting engineering firm in New Haven, CT. I worked with a team of engineers at this firm in designing primarily wastewater collection, transportation, treatment and final disposal. It was during this period the Federal Clean Water Act was enacted. US EPA was overseeing the compliance of this Act. This Act administered through State DEP came with whole host of regulations including Inland Wetland and watercourses, Infiltration/Inflow studies, Sewer System Evaluation Survey, implementation of the findings in the study, Environmental Studies, preparation of health and safety plans, etc., etc., etc.

Our team prepared design drawings for sanitary sewers and appurtenances including designing sewage pump stations where needed and power generators for emergency operation, prepared technical specifications and contract documents, advertised for and received bids on behalf of the municipal clients, review the bids and recommend award contract to a qualified bidder and inspect the project during construction for QA/QC compliance. Record /as-built drawings were prepared at the construction completion and filed for permanent record.

After completing thirteen years with this firm I left in 1983, took an equal partner and started my own consulting engineering firm. With our main office in Wallingford, we later opened offices in Rhode Island and Mass., to serve the local State clients and we had 42 employees at one time. In addition to Connecticut, I had licenses to practice engineering in Rhode Island, NY and New Hampshire.

As a firm we served primarily State and Municipal clients, MDC, Hartford and Connecticut Army National Guard. We provided a variety of engineering services to our clients including land surveying, hydraulic study, highway bridges design, highway design, Environmental studies, residential land development etc., in compliance with the local P and Z and Inland Wetland Regulations.

Federal Govt came up with funds for the nationwide Bridge Safety Inspection program after the collapse of the Mianus river bridge in Connecticut. We sent our structural engineers out for training in this specialized field as certified bridge inspectors and inspection Team leaders. I myself was a team leader and inspected five bridges on the then MetroNorth RR from New Haven to Milford.

My experience related to my role on the South Windsor WPCA is that I was a consultant for the City of Ansonia WPCA for thirty consecutive years. The City sewer system and the treatment plant is comparable in size and complexity to what we have here. I designed the sewer system including eleven pump stations the smallest one being a grinder pump and the larger, two of them, 990 GPM each. I put out five construction contracts, sorted out eligible and ineligible portions of the contracts for State/Federal funding. All stations were submersibles except the two large ones which were steel can dry well and wet well type. After twenty years in service, the large stations were converted to submersible kind.

It was in my time that the Sewer User Charges were implemented in Ansonia, Ct. After considering many options, quantity of water usage method was finally adopted and I believe the same is currently in use.

Ashwatha Narayana

CURRICULUM VITAE

**THOMAS F. RUBY
121 McGRATH ROAD
SOUTH WINDSOR, CT 06074**

EDUCATION:

University of Connecticut

B.A.: Economics, History; M.P.A.: Public Administration; J.D.

Admitted to practice in the State of Connecticut and the Federal District Court

University of Tennessee

Continuing education providing training in information systems, management, marketing, and strategic planning.

PROFESSIONAL EXPERIENCE:

STATE OF CONNECTICUT

Department of Motor Vehicles - November 1990 through March 2012

Manager, Legal Services; Chief, Driver Services, Bureau Chief, Driver Regulation

Homeland Security Legal Advisor - February 2002 to September 2005

Seconded to Department of Public Safety

Personnel Officer 2; Personnel Officer 3 - January 1988 to November 1990

Department of Administrative Services - Bureau of Personnel and Labor Relations

Personnel Analyst; Senior Personnel Analyst - April 1985 to December 1987

JOHN W. THOMPSON ASSOCIATES, Manchester, CT

Associate - December 1981 to April 1985

APPLIED RIDESHARING TECHNOLOGY, INC, KNOXVILLE, TN

Manager - October 1979 to December 1980

GREATER HARTFORD TRANSIT DISTRICT, HARTFORD, CT

Transportation Planner, Program Coordinator - January 1975 to October 1979

Stephen Wagner:

Here goes:

- I have a BS in Engineering Physics and an MS in Applied Mathematics.
- As a naval officer, I taught math and reactor physics to sailors destined to operate the nuclear reactors on subs, carriers and cruisers.
- My civilian career began with developing and managing nuclear physics and related software for commercial reactors at Combustion Engineering.
- Then I spent several years managing projects related to nuclear fuel design and production.
- Finally, I was involved in the C-E/Westinghouse corrective actions program. That included leading and teaching root cause analysis to investigate events that happened in nuclear power plants, factories, service centers and engineering centers.
- After I retired, I lead investigations at power plants as a consultant and did some miscellaneous management consulting.

My volunteer work in South Windsor includes:

- 12 years on the Zoning Board of Appeals including 4 as chair.
- Two years on Town Council including membership on the Audit Committee, Pension Committee, and, as chair, Energy Committee.
- Alternate and member of the Inland Wetlands Commission/Conservation Commission.
- Member on South Windsor Walk and Wheel Ways since a few months after its inception, including, as League Cycling Instructor, teaching the 4th grade bike safety program.
- Sustainable CT committee.
- Recently joined up with the South Windsor Invasive Plant Working Group.
- Currently an elected member of the Planning and Zoning Commission and, of course, appointed member of WPCA.



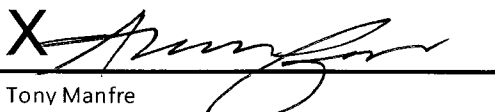
SOUTH WINDSOR POLLUTION CONTROL DEPARTMENT

MEMO

To: Water Pollution Control Authority
From: Tony Manfre, Superintendent of Pollution Control
cc:
Date: October 1, 2019
Re: Unassessed Properties

Pursuant to the WPCA's request to identify the properties in South Windsor who have access to the public sewer but who have not been assessed a sewer benefit assessment the following steps have been taken:

1. Properties that have public sewer available but are not connected have been identified (524 total);
2. Each property was searched through the Collector of Revenue's data base and verified that an Assessment Card was on file indicating the property was assessed;
3. We have identified 200 unassessed properties, many of which are back lots, buried lots or farm land and maintain a deferred assessment. These properties are not required to pay a benefit assessment until time of connection;
4. Sewer benefit assessments are due and payable at the time of connection in accordance to the revised WPCA Rules and Regulations.



Tony Manfre
Superintendent of Pollution Control