

Received 5/29/2020 @ 2 PM  
Courtney 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  
VIRTUAL MEETING  
SOUTH WINDSOR TOWN HALL**

**AGENDA  
REVISED**

**Tuesday, June 2, 2020  
7:00 P.M.**

This meeting can be viewed on Cox Channel 16 or Channel 6082 if your provider is Frontier and will be live streamed on the Town's website at <http://gmedia.swagit.com/live>.

Public is welcome to email comments to [Wpcacomment@southwindsor-ct.gov](mailto:Wpcacomment@southwindsor-ct.gov).

**REGULAR MEETING**

**A. Roll Call**

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

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

**C. New Business**

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

**D. Communications and Reports**

1. Superintendent Report

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

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

**G. Unfinished Business**

**H. Executive Session**

**I. Adjournment**

RVD 09/17/2020 @  
9:25am  
K.A. Day Cest

**WATER POLLUTION CONTROL AUTHORITY  
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**REGULAR MEETING  
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SOUTH WINDSOR TOWN HALL**

**MINUTES**

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

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

**A. Roll Call**

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

**Members Absent:** Carol Fletterick

**Alternates Present:**

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

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

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

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

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

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

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

The motion carried unanimously.

**C. New Business**

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

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

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

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

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

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

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

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

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Mr. Toby Lewis explained that the proposed resolution states that the WPCA is authorizing the Town Manager to sign on their behalf, however, the WPCA doesn't even know what he's signing. He asked, "are we just here for using up some time and community work and rubber stamping or to actually get involved and try to do things which will make the WPCA more efficient and operating for the Town". Mr. Lewis expressed that he feels that sometimes they just say "yes, yes, yes" to everything because the machine is already operating so they rubber stamp it. What we are really doing, asked Mr. Lewis. Chairman Ruby explained that what the WPCA is proceeding with is the plan to pursue loans through the State to fund the improvements of the pump stations. As a requirement to proceed with the loan application the Authority needs to sign off some documents and those documents need to be authorized by the WPCA. He explained that the proposed resolution is the authorization to allow the Town Manager to process the application for the loan to enter in to those contracts with the State; the State requires that there be an authorizing resolution as part of this process.

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

There was no further discussion on this matter.

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

**D. Communications and Reports**

**1. Superintendent Report**

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

Public Works Week: Mr. Manfre reported that the week of May 18, 2020 marked Public Works Week and each year the South Windsor Public Works Department recognizes an employee, business partner and a citizen or citizen group who have help forge a positive

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and creative work environment for the employees of the Town. Mr. Michael Wood, WPCA Operator III, received the Richard Boudreault Award. This award recognized an employee(s) who demonstrate one or more of Richard Boudreault's qualities as the former Facility Manager/Assistant to the Director of Public Works.

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

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

There was no further report from Mr. Manfre.

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

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

None

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

None

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**G. Unfinished Business**

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

**H. Executive Session**

None

**I. Adjournment**

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

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

Respectfully submitted,

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Ether Diaz, Recording Secretary

**For An Authorizing Resolution To Obtain Clean Water Fund Financing For Water  
Pollution Abatement Facilities  
Clark Street – Benedict Drive – Pleasant Valley  
Pump Stations**

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

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

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

**Summary**  
**Scope of Work for Design Services Related to**  
**Clark Street – Benedict Drive – Pleasant Valley**  
**Pump Stations**

Arcadis will perform the following Tasks for each Pump Station (Clark, Benedict and Pleasant Valley) under this Scope of Services:

**A. Task 1 - Confirmation of Existing Conditions and Recommended Upgrades**

This task will consist of:

- Site visits with technical staff
- Staff interviews to obtain design goals
- Confirm pump design conditions
- Prepare memorandum outlining the findings and offer recommendations

**B. Task 2 - Design Services (Develop biddable Contract Documents)**

This Task will consist of

- Milestone design submittals and meetings with the Town to progress to final design for upgrades to the Clark, Benedict and Pleasant Valley Pump Stations
- Prepare a single biddable package for the Comprehensive Upgrade of the Clark, Benedict and Pleasant Valley Pump Stations

**C. Task 3 - Permitting Assistance**

Arcadis will assist the Town with filing of applications for permits with, or requesting approvals from such local, state or federal authorities as have jurisdiction to review or approve the final design of the Project including: local zoning, wetlands and floodplain regulations or ordinances, CTDEEP Inland Water Resources Division (IWRD) permits and requirements (e.g., floodplain management), NDDB review, and local or CTDEEP stormwater construction erosion & sediment control requirements.

**D. Task 4 - Assistance During Bidding**

This task will consist of:

- Respond to bidder's questions
- Prepare addenda
- Coordinate and attend at a pre-bid meeting
- Tabulate, review and analyze bids; and prepare a Recommendation of Award



#### **E. Task 5 - Communications and SCADA Review for All Pump Stations**

Under this task, Arcadis will perform:

- Communications review for the Town's 11 pump stations
  - This review will consist of
    - Locating the sites
    - Obtaining information on the communications method currently used (frequency, etc.)
    - Interview of staff
    - Evaluate options for upgraded communication (radio, cellular, cable) with cost estimates identified for each option. To fully evaluate the radio option, a frequency survey and limited desktop analysis will be conducted to determine if there is a more optimal frequency or configuration of the network.

The negotiated engineering design fees, including sub-consultant costs who meet WBE/MBE requirements for the above tasks are not to exceed \$650,545.00. The draft scope and fees have been submitted to DEEP for review and approval.

## WPCA COMMUNICATIONS AND REPORTS

June 2, 2020

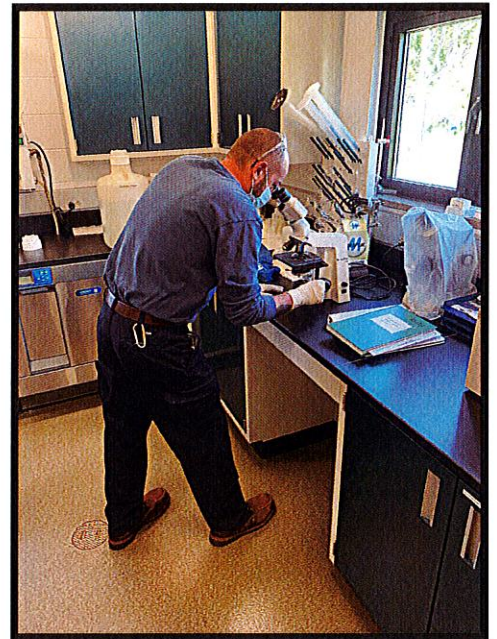
*The following is a monthly report from the Superintendent of Pollution Control as an appendix to the Water Pollution Control Authority meeting.*

### General Information

#### Public Works Week

The week of May 18<sup>th</sup> marked Public Works Week. Each year the South Windsor Public Works Department recognizes an employee, business partner and a citizen or citizen group who have help forge a positive and creative work environment for the employees of the Town, have helped improve the quality of life and/or the service delivery level of the citizens of South Windsor and have demonstrated professionalism, enthusiasm and improved the image of South Windsor through the delivery of their service.

This Sera Marcous received the Citizen Award for her efforts in making and supplying masks to the community. Metal Industries was recognized with the Business Partner Award for their service and support in metal fabrication for the WPCF. **Michael Wood, WPC Operator III, received the Richard Boudreault Award.** This award recognizes an employee(s) who demonstrate one or more of Richard Boudreault's qualities as the former Facilities Manager/Assistant to the Director of Public Works:



1. Be enthusiastic,
2. Be dedicated,
3. Show creativity and innovation in the approach to his/her or their job,
4. Be cost conscious,
5. Be willing to help others out,
6. Have a smile on their face,
7. Have fun while working hard.

#### WPCA Employee Certificate of Recognition

The staff of the WPCF was recognized by the WPCA for their dedication and commitment to wastewater treatment during the COVID-19 pandemic. Each employee was presented with a certificate [attached] as a sign of the WPCA's gratitude.

### Solar Field Project Update

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

### Miller Road Benefit Assessment

Sewer benefit assessments for the 11 properties on Miller Road were filed April 28, 2020. Aggrieved property owners have 21 days from the filing date to appeal the assessments. May 19, 2020 was the deadline to file the appeal and we have not received a notice of appeal.

### Sedgwick Sewer Line

In May 2019 the WPCA approved acquiring a 170'+/- private sewer line that will serve the Phillip R. Smith school project. As a condition of acceptance an incomplete manhole invert needed to be built. It has been verified by Town staff that the manhole invert has been constructed.

### COVID-19 Measures

We continue to operate at 50% staffing levels. We are maintaining the core operation and maintenance requirements at the treatment plant and pump stations and are meeting the NPDES permit, however, deferred maintenance continues to be backlogged.

## **Treatment Plant and Collection Systems**

### Treatment Plant

#### *Process*

March 2020

- Average flow 2.93 million gallons per day
- Removed 97.1% of Biological Oxygen Demand
- Removed 97.8% of Total Suspended Solids
- Discharged 125.8 lbs/day Total Nitrogen (NPDES limit 106 lbs/day)

To optimize the treatment process seasonal process changes are required. As the water temperature rises and the microorganisms become more active we need to reduce the detention time the biology is in the aeration basins. During the colder winter months we operate both aeration basins and will remove one basin from service in the spring. This year we have removed Basin #1 from service earlier than usual to create available tankage in the event we are unable to dispose of our biosolids. This will give us an additional 594,000 gallons of storage if needed.

### *Maintenance*

All maintenance activities have been prioritized and the team is completing as much as possible. Some activities are being deferred to a later time due to lack of man power.

### Collection System

#### Clark Street Pump Station

On May 8<sup>th</sup> we received a high wet well alarm from Clark Street Pump Station. A crew responded to the station at 6:45 am to find all three pump inactive and the wet well filling with incoming waste water. They were able to temporarily pump down the wet well using the pumps. After a short period of time the pumps shut down and would not restart. A second crew arrived and was able to override the programming and run the pumps in manual. It was determined that an alarm float malfunctioned sending a false reading to the Programmable Logic Control unit. The faulty float was replaced and the station was restored to normal operation.

Because we are short-handed the entire shift was on-site at Clark Street. Two employees from the opposite shift were called in to cover plant operations for the day. The team made quick and effective decisions to keep the wastewater contained within the system. Any delay in the actions that were taken would have resulted in an environmental discharge.

### **Capital Improvement Projects Update**

*\*\*Many of the CIPs have been held up with COVID-19 preparations and protocols\*\**

#### Quality Based Selection for Engineering Services – Pump Station Upgrades

- The scope and fees have been agreed upon
- DEEP is reviewing the draft agreement
  - There is a 90 day minimum review period

#### Ellington Road Sewer Extension Design

The reallocation of STEAP grant funds, project plans, schedule and fees have been submit to DECD.

### Griffin Road Sewer Repair/Avery Street Manhole Replacement

Environmental Services Inc. has been scheduled for the week of June 15 to make the repair.

### Treatment Outfall Stabilization Project

We continue to monitor the river level which is currently at 4'. The optimal level is 2' or less to complete this work.

## **Collection of Sewer User Fees and Delinquent Accounts**

### Collector of Revenue Report

#### *Commercial*

The current collection rate of commercial/industrial accounts is 81.25%.

#### *Residential*

The current collection rate of residential accounts is 97.24%.

### TaxServ Collection Report

*Please see attached report.*

*Respectfully submitted by: Tony Manfre, Superintendent of Pollution Control*



# CERTIFICATE OF APPRECIATION


AWARDED TO

## South Windsor Water Pollution Control Facility Staff

The Water Pollution Control Authority recognizes your dedication to uninterrupted sewer services and wastewater treatment particularly during the COVID-19 pandemic. Your continued commitment to protecting the public's health and our water resources are vital to making South Windsor a safe, healthy and vibrant community.

Awarded this 5<sup>th</sup> day of May, 2020

  
Thomas Ruby  
WPCA Chairman

  
Michael Maniscalco  
Town Manager





## TAXSERV CAPITAL SERVICES, LLC

MUNICIPAL TAX SERVICES

21 Oak Street, Suite 301

Hartford, CT 06106

TELEPHONE (860) 724-9100 ♦ FACSIMILE (860) 727-1080

E-MAIL: [taxserv@taxserv.com](mailto:taxserv@taxserv.com)

### Monthly Collections Report for April 2020

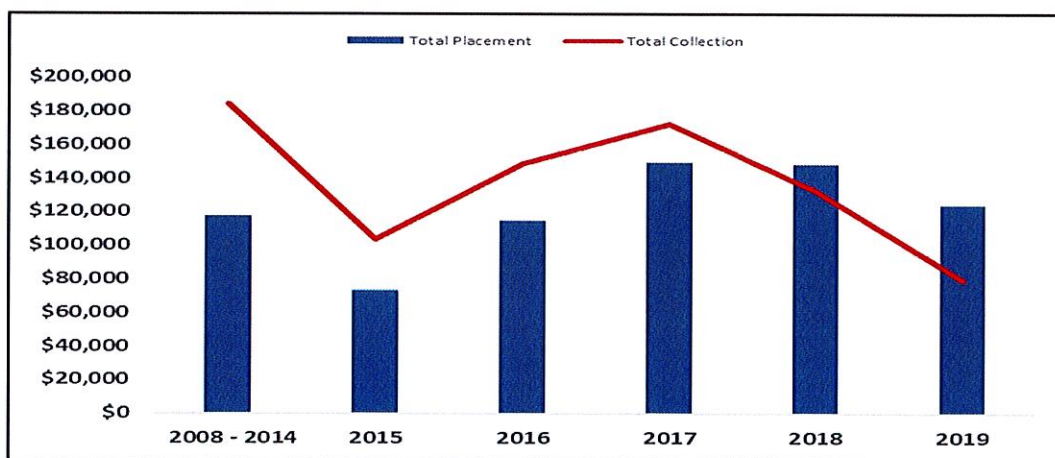
The following is the collection report for April 2020 for TaxServ Capital Services, LLC ("TaxServ") placed accounts. Should you have any questions, please contact Maria Thomas at (561) 799-9626 Ext 303, [mthomas@taxserv.com](mailto:mthomas@taxserv.com)

Collected by	Principal	Interest	Costs of Collection	Net Tax Collected	Collection Fee	Total Collected
South Windsor	\$10,404.55	\$3,491.08	\$643.19	\$14,538.82	\$2,076.25	\$16,615.07
TaxServ	\$220.51	\$134.99	\$24.00	\$379.50	\$50.50	\$430.00
<b>Grand Total</b>	<b>\$10,625.06</b>	<b>\$3,626.07</b>	<b>\$667.19</b>	<b>\$14,918.32</b>	<b>\$2,126.75</b>	<b>\$17,045.07</b>

### Total Bills Placed and Collected

GL Year	Initial Principal Balance	Placement Date	Principal Collection Total	Coll Rate	Current Principal Due	Total Collection Total (Prin, Int, Costs)	Current Balance Due (Prin, Int, Costs)
2008 - 2014	\$117,495.88	May-17	\$89,855.96	76.48%	\$22,012.41	\$184,046.22	\$51,485.50
2015	\$72,955.78	May-17	\$61,385.70	84.14%	\$12,000.74	\$103,844.17	\$24,171.58
2016	\$114,760.65	May-17	\$97,964.46	85.36%	\$16,709.15	\$148,491.14	\$31,030.08
2017	\$149,664.43	May-17	\$128,252.39	85.69%	\$22,319.34	\$172,434.49	\$37,375.33
2018	\$148,629.66	Feb-18	\$102,279.33	68.81%	\$49,425.64	\$132,589.56	\$74,986.90
2019	\$124,074.28	Apr-19	\$60,097.48	48.44%	\$69,247.59	\$79,364.68	\$97,315.54
2020	\$117,923.11	Apr-20	\$12,517.74	10.62%	\$111,024.11	\$16,887.85	\$129,882.37
<b>Total</b>	<b>\$845,503.79</b>		<b>\$552,353.06</b>	<b>65.33%</b>	<b>\$302,738.98</b>	<b>\$837,658.11</b>	<b>\$446,247.30</b>

### Total Bills Placed and Collected Since Placement



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

Description	April 2020 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	172	1,340	5
Redeemed	3	1,944	5
<b>Grand Total</b>	<b>175</b>	<b>3,284</b>	<b>5</b>