

Received 8/27/2020 @ 2:30 PM
Courtney Cannello, #11

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

**Tuesday, September 1, 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>.**

**WEBEX Conference Call-In Number: 855-925-2801
Meeting Code: 8363**

**Public is welcome to email comments to Wpcacomments@southwindsor-ct.gov or to call in
through the above referenced WEBEX call.**

A. Roll Call

B. Acceptance of Minutes of Previous Meetings

1. June 2, 2020 Regular Meeting

C. New Business

1. 220-270 Gateway Blvd. (Approval to Connect)
2. 395 Buckland Road (Future address will be 176 Deming St.) (Approval to Connect)
3. Brochure Insert
4. Sewer Pipe Inspection Services
5. Budget Close Out and CIP Account Review

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

received 10/9/2020 c
4:05 pm
J. King

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

**REGULAR MEETING
VIRTUAL MEETING
SOUTH WINDSOR TOWN HALL**

MINUTES

**TUESDAY, SEPTEMBER 1, 2020
7:00 P.M.**

Chairman Thomas Ruby called the Regular Meeting/Virtual Meeting to order at 7:00 p.m. and explained that the public is welcome to email comments to Wpcacomment@southwindsor-ct.gov or to call in through WEBEX at 855-925-2801.

A. Roll Call

Members Present: Carol Fletterick (7:13 p.m.), Steven King, Jr., Thomas Ruby, and Stephen Wagner

Members Absent: Erik Dabrowski, Toby Lewis, Ashwatha Narayana

Alternates Present: Shawn Jacobaccio

Alternates Absent: Vicki Paliulis

Staff Present: Tony Manfre, Superintendent of Pollution Control
Michael Lehmann, IT Technician/Webmaster

Others: Daniel Jameson, Project Manager from Design Professionals, Inc.

B. Acceptance of Minutes of Previous Meetings

1. June 2, 2020 Regular Meeting

Motion was made to approve the minutes of the June 2, 2020 Regular Meeting.

Motion was made by Mr. Stephen Wagner and seconded by Mr. Steven King, Jr.
The motion carried unanimously.

C. New Business

1. 220-270 Gateway Blvd. (Approval to Connect)

Daniel Jameson, Project Manager from Design Professionals, Inc. presented the application on behalf of Buckland East, LLC. He explained that this is a proposed 89,280[±]sf of retail and medical office buildings to be located at 220, 245, 265 and 270 Gateway Boulevard in South Windsor, CT. Mr. Jameson was seeking approval to connect to an existing sanitary manhole that was installed for the adjacent grocery store and bank developments. The retail buildings were considered as restaurants to account for the largest potential use; therefore, as part of this project two grease traps are proposed from

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

**REGULAR MEETING
VIRTUAL MEETING
SOUTH WINDSOR TOWN HALL**

MINUTES

**TUESDAY, SEPTEMBER 1, 2020
7:00 P.M.
Page 2**

the two end units to provide separation of oils and grease before entering the sanitary system. Included with the Agenda packet was a narrative report for this project (see Exhibit A). There were no further questions.

Motion to approve the connection of 220-270 Gateway Blvd 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. A manhole monitoring easement is granted in favor of the Town of South Windsor covering the entire property;
4. Payment of the following charges will be due at the time of connection, the rates for which will be in effect until June 30, 2021:
 - a. Connection Charge in the amount of \$53,827.80 for 13.4 buildable acres;
 - b. Capacity Charge in an amount to be determined by the size and quantity of domestic water meters;
 - c. Benefit Assessment in the amount of \$8,400.00.

The motion was made by Mr. Stephen Wagner and seconded by Mr. Steven King, Jr. Ms. Carol Fletterick joined the meeting by phone at 7:13 pm, therefore, she abstained to the motion as she was not in attendance at the time that the application was presented. The motion carried.

2. 395 Buckland Road (Future address will be 176 Deming St.) (Approval to Connect)

Mr. Daniel Jameson, Project Manager from Design Professionals, Inc. presented the application on behalf of Windsor Federal Savings. This is a proposed 2,682±sf financial institution to be located at 395 Buckland Road (176 Deming Street) in South Windsor, CT. A very low sanitary flow is expected at this location. Mr. Jameson was seeking approval to connect to an existing manhole located in Buckland Road to serve this property. Included with the Agenda packet was a narrative report for this project (see Exhibit B).

Mr. Tony Manfre, Superintendent of Pollution Control asked Mr. Jameson to explain why they want to tie in to the existing manhole but not use the existing sanitary lateral. Mr. Jameson responded that the factor is the location of the existing service lateral and due to elevations; using the existing lateral would require the use of a pump which would require a lot of work. It would be feasible to tie into the existing manhole which could be used for sampling in the future if need be. Is it a proposed gravity fed versus having to build a pump station for the project, asked Mr. Manfre. Exactly, responded Mr. Jameson and explained that this service allows the flow to be gravity feed versus being pumped to the existing lateral.

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

MINUTES

**TUESDAY, SEPTEMBER 1, 2020
7:00 P.M.
Page 3**

Mr. Stephen Wagner asked Mr. Tony Manfre if he's satisfied with the way that the connection is designed. Yes, considering the circumstances this is probably the best course of action versus building and maintaining a pump station, responded Mr. Manfre.

Chairman Thomas Ruby asked which pump station the flow would run to, Ellington Road pump station or Clark Street pump station. Mr. Manfre explained that it ties in to a cross country line on Deming Street and goes to the Clark Street pump station. Chairman Ruby also asked if the station is capable of handling additional flow. Yes, responded Mr. Manfre. There were no further questions.

Motion to approve the connection of 395 Buckland Road 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. A manhole monitoring easement is granted in favor of the Town of South Windsor covering the entire property;
4. Payment of the following charges will be due at the time of connection, the rates for which will be in effect until June 30, 2021:
 - a. Connection Charge in the amount of \$4,499.04 for 1.12 buildable acres;
 - b. Capacity Charge in an amount to be determined by the size and quantity of domestic water meters;
 - c. Benefit Assessment in the amount of \$12,600.00.

The motion was made by Mr. Stephen Wagner and seconded by Mr. Shawn Jacobaccio. The motion carried unanimously.

3. Brochure Insert

Included with the Agenda packet was a copy of the brochure to be included with the residential sewer billing (see Exhibit C). Mr. Manfre explained that there's one minor error on the 2nd page which he'll edit prior to sending it out. This informational pamphlet is included with the billing to inform the users where the money is going and the different projects that the Water Pollution Control Department is working on, said Mr. Manfre.

Mr. Wagner made a minor comment on the rates comparison table; he recommended changing the font contrast. There were no further questions or comments on this matter.

Motion to approve the presented revised brochure to be included with the residential billing.

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

**REGULAR MEETING
VIRTUAL MEETING
SOUTH WINDSOR TOWN HALL**

MINUTES

**TUESDAY, SEPTEMBER 1, 2020
7:00 P.M.
Page 4**

The motion was made by Mr. Stephen Wagner and seconded by Mr. Shawn Jacobaccio. The motion carried unanimously.

4. Sewer Pipe Inspection Services

Mr. Tony Manfre explained that in this year's budget the WPCA approved \$100,000 for CCTV Inspection Services. The goal is to inspect the entire system in the next five years in an effort to find any issues similar to the partial sewer pipe collapse that was found in Griffin Road. Mr. Manfre explained that he put together a strategic outline of different areas to be inspected and assess any issues to budget accordingly. The Town solicited Request for Proposal (RFP) for this project and six proposals were submitted. The proposals were over budget and ranged from \$147,000 to \$400,000 (see Exhibit D). Mobile Robotics is a contractor that has been used in the past by the Town on various projects, said Mr. Manfre and added that they are reliable and are capable of doing this project. Mr. Manfre asked them to provide a quote to do general inspections and it was less expensive per foot than what was received for proposals (see Exhibit E). Mr. Manfre explained that the Town has the ability to reject and waive the proposed bids; and this has been done by the Town Council on multiple occasions. Therefore, Mr. Manfre was seeking approval to reject the proposed bids and have Mobile Robotics on a case-by-case basis to do the sewer inspection services. Mr. Manfre would like to waive the RFP process in order to follow the Town's procurement policies.

Chairman Thomas Ruby asked if there's a precedence for waiving the competitive bidding. Yes, responded Mr. Manfre and explained that the Town Council has done this on several occasions for various projects. He also explained that the Authority will save approximately \$50,000 with Mobile Robotics and it's in the best interest for the sewer users and for the town's infrastructure.

Chairman Ruby also asked if the dollar amount is under any limitation that may exceed for the town in general. Mr. Manfre responded that anything over \$5,000 has to go out for bid or RFP. However, the Town can have the process waived and go with a more inexpensive route to get the project done.

Motion to waive the competitive bidding process for case-by-case CCTV sewer inspections.

The motion was made by Mr. Stephen Wagner and seconded by Mr. Shawn Jacobaccio.

The motion carried unanimously.

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TOWN OF SOUTH WINDSOR**

**REGULAR MEETING
VIRTUAL MEETING
SOUTH WINDSOR TOWN HALL**

MINUTES

**TUESDAY, SEPTEMBER 1, 2020
7:00 P.M.
Page 5**

5. Budget Close Out and CIP Account Review

Included with the Agenda was a Memo from Mr. Tony Manfre regarding review of the Capital Improvement Project (CIP) and Open Accounts (see Exhibit F). This is an annual review of the CIP accounts in an effort to close out any accounts that are not active and to close out completed projects. Mr. Manfre explained that the WPCA maintains two reserve fund balances, the Replacement Reserve and the Operating Reserve. The Replacement Reserve reflects replacement costs based upon the industry construction cost index. The balance goal is equal to 2% of the facility assets. 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. This reserve is actually over funded, said Mr. Manfre. The goal for the Operating Reserve is \$986,773 and the current balance is \$1,336,794. Mr. Manfre proposed transferring \$336,794 from the Operating Reserve to the Replacement Reserve. He also proposed to close out the Griffin Road Sewer Repair and transfer the remaining balance of \$4,000 to the Replacement Reserve. The total impact on the budget will be a \$340,794 will be transferred into the Replacement Reserve fund increasing the balance to \$2,261,604; and the Operating Reserve will be reduced to \$1,000,000.

Mr. Manfre explained that excess funds were left in the Operating Reserve as it is used to offset sewer user fees. Mr. Manfre explained that due to the impact of COVID19 he does not expect a 100% collection of the residential rate, therefore, the excess funds can be used to offset the sewer user rate for the following year.

Motion to close out Griffin Road Sewer Repair and transfer all remaining funds the Replacement Reserve.

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

Motion to transfer \$336,794 from the Operating Reserve to the Replacement Reserve.

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

D. Communications and Reports

1. Superintendent Report

Included with the Agenda was a report from Mr. Tony Manfre, Superintendent of Pollution Control (see Exhibit G). Mr. Tony Manfre briefly discussed each item on his report.

In regard to the Ellington Road Sewer Ext. Design, Mr. Steven King, Jr. expressed that the lowest qualified bidder was much lower than the bid estimate. He asked what could be the

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

MINUTES

**TUESDAY, SEPTEMBER 1, 2020
7:00 P.M.
Page 6**

reason for that. Mr. Manfre responded that the WPCA's engineering consultant, Wright-Pierce, did the bid estimate and they based it on similar past projects, however, a lot of the variance could be due to the current economy.

Chairman Ruby asked what budget the funds for this project comes out of. Mr. Manfre responded that the WPCA is not using their funds for this project; this is a grant project fully funded by the Connecticut Department of Economic Community Development (DECD).

Mr. Stephen Wagner said that Mr. Manfre didn't mention in his report the Virtual Net Metering contract that was signed very recently. He explained that there's a new project being built. It is going to generate about half of the electricity that the sewer plant uses; all of its credits will accrue to the sewer plant electric bill. As previously reported the WPCA built up a lot of credits that were not used in the sewer plant. The projected 20 year savings for these are roughly about one million dollars, said Mr. Wagner, however, the savings depends on what the rates are. The rates were kind of low, said Mr. Wagner, but they renegotiated some of the minimums that were guaranteed to Lodestar Energy, LLC. This project is expected to be online very soon, said Mr. Wagner.

Included with the Agenda was also a collection report from TaxServ for the outstanding accounts place with TaxServ Capital Services, LLC for the Months of May, June, and July 2020 (see Exhibit H). Chairman Ruby asked where these funds go to. Mr. Manfre responded that these funds are put in the Replacement Reserve.

E. Public Participation (Items not on the agenda)

None

F. Bills, Change Orders, Disbursements

None

G. Unfinished Business

None

H. Executive Session

None

I. Adjournment

Motion was made to adjourn the meeting at 7: 54 p.m.

The motion was made by Ms. Carol Fletterick and seconded by Mr. Steven King, Jr.
The motion carried unanimously.

Respectfully submitted,

Ether Diaz, Recording Secretary



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

Exhibit A

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

August 3, 2020

Mr. 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
The Gateway - 220, 245, 265 & 270 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 of 89,280±SF of retail and medical office buildings to be located at 220, 245, 265 & 270 Gateway Boulevard in South Windsor, Connecticut. The buildings would be served by a 6", 8", & 10" PVC sanitary laterals that would connect to the previously approved sanitary manhole for the adjacent grocery store and bank developments.

Sanitary design flows for the proposed building areas were based on Section 4.B, Table 4 of the Connecticut Public Health Code. The retail buildings were considered as restaurants to account for the largest potential use. 200 seats were assumed for each of the end units (4 in total) and 50 seats were assumed for each middle unit (11 in total). This adds to 1,350 total seats between the two retail buildings. Considering a 50% increase to the design flow for serving breakfast, lunch, and dinner set the expected sewage flow rate to 45 GPD/seat. With 1,350 seats at 45 GPD/seat, the expected sanitary flow from the retail buildings is 60,750 GPD. The medical buildings are expected to generate a combined flow of 10,080 GPD considering 50,400 SF (total) at 0.2 GPD/SF. Adding the two values together, the total development is expected to generate 70,830 GPD.

We ask that the sewer assessment connection charge be based on the 11.46 acres associated with this new development, and a capacity charge based on the final number and sizes of water meters selected.

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

Regards,

DESIGN PROFESSIONALS, INC.

Daniel H. Jameson, P.E.
Project Manager



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

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Serving Connecticut, Massachusetts, & Rhode Island

August 3, 2020

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

Re: WPCA Application for New Commercial Sewer Connection
Windsor Federal Savings & Loan Association
395 Buckland Road (future address will be 176 Deming Street)
South Windsor, CT

Dear Mr. Manfre,

Design Professionals, Inc. has been engaged to provide engineering services for a final connection to the existing sewer main in Buckland Road for a proposed 2,682±SF financial institution to be located at 395 Buckland Road (176 Deming Street) in South Windsor, Connecticut. The building would be served by a 6" PVC sanitary lateral that would tap into the existing sewer main in Buckland Road.

Sanitary design flows for the proposed building area were based on Section 4.B, Table 4 of the Connecticut Public Health Code. The expected sanitary flow is 100 GPD, considering 20 GPD/employee with an expected maximum of 5 employees using the building at any time.

We ask that the sewer assessment connection charge be based on the 1.12 acres associated with this new development, and a capacity charge based on the final water meter size selected.

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

Regards,

DESIGN PROFESSIONALS, INC.

Daniel H. Jameson, P.E.
Project Manager

FO.G.

CONTAIN IT...DON'T DRAIN IT!

Fats, Oils and Grease solidify in pipes. Over time the pipe's diameter narrows and blocks the sewer pipe. **The cost of clearing a clog in the lateral is the responsibility of the property owner.** FOG should be placed in a trash can.



CLEAN PIPE



CLOGGED PIPE

Wipes

FLUSHABLE NOT PUMPABLE

Wipes, including "flushable" wipes do not break down in the sewer system. They collect in wet wells and clog our pumps costing us time and money. Throwing wipes in the trash will help minimize user fees.



Wipes don't break down in the sewer system and clog pumps and pipes.

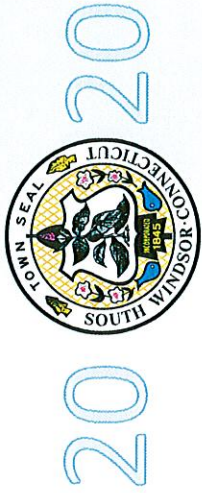
WPCA

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

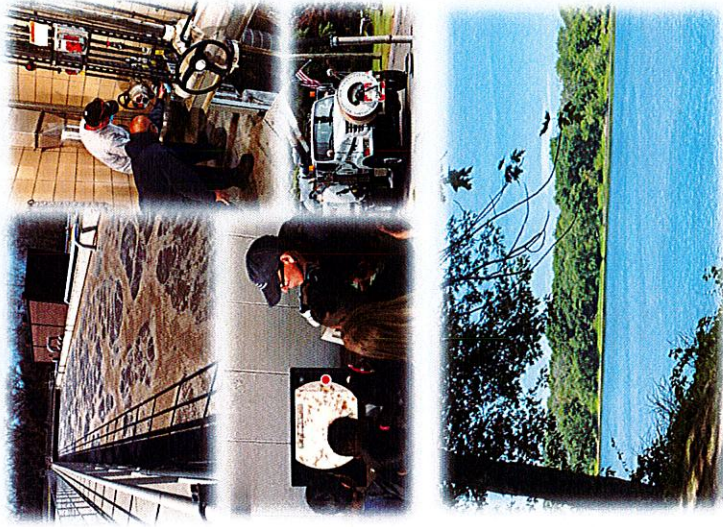
The Pollution Control Budget operates as a special revenue fund, overseen by the Authority. It is funded through the assessment of user charges to provide 100% of the operation, maintenance, and replacement costs of the treatment system. The budget for the next year totals \$5,389,000.

South Windsor Water Pollution Control Facility

1 Vibert Road
South Windsor, CT 06074
860.289.0185
<https://www.southwindsor-ct.gov/pollution-control>



SOUTH WINDSOR WATER POLLUTION CONTROL FACILITY



PROTECTING OUR WATERS

Exhibit C

Capital Improvement Projects

Pump Station Upgrades (Est. \$9 million)

The **Clark Street, Pleasant Valley and Benedict Drive Pump Stations** have met their life expectancy and are presently in the design stages for necessary upgrading. The Clark Street Pump Station conveys 40% of the town's wastewater. Benedict Drive is reaching the maximum design capacity and each station has antiquated electrical instrumentation components that have become difficult to source and replace.

The staff is working with D.E.E.P. to secure low interest Clean Water Fund loans. Construction of the pump station upgrades is planned to begin in the summer of 2023.

Chapel Road Phase (Est. \$1.6 million)

The Chapel Road sanitary sewer serves a majority of South Windsor's commercial and industrial properties. In 2017, 3,500 feet of the system's most deteriorated sewer pipe was relined with cured-in-place pipe. This process minimizes disruption to roadways and is highly cost effective. We are planning to reline an additional 4,000 feet of the Chapel Road sewer and rehabilitate the structural integrity of the pipe for another 50+ years.



Completed Projects

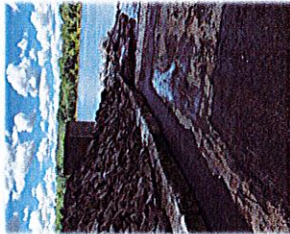
Griffin Road \$62,000

During a routine inspection a pipe failure was discovered in Griffin Road which required fifty feet of repair. The failed section of pipe was replaced before a complete collapse occurred.



Effluent Outfall \$122,000

Treated wastewater is discharged to the Connecticut River through the effluent pipe. Over the years the river bank has eroded to the point where the pipe was becoming exposed.



In June the river bank and 30 feet of the effluent pipe were re-armored with rip rap and grout to protect the pipe from being disturbed.

BioFilter Media \$12,000

Treatment plant odors are controlled by micro-biological life that lives on the BioFilter media. The media needs to be replaced every 4 years. In April, with the assistance of the Streets Dept., the WPC staff replaced the media using the town's leaf compost and wood chips. Through teamwork among town departments the project cost was reduced by approximately \$48,000.

Sewer User Fees

The South Windsor WPCA adopted a **zero increase** to the sewer user fee this year.

RATE COMPARISON PER 79,000 GALLONS OF WATER

South Windsor	\$415.00
Enfield	\$425.81
8th District (Manchester)	\$441.47
Vernon	\$454.25
Manchester	\$569.26
East Windsor	\$613.04
MDC	\$1,060.94*

*MDC also charges an Ad Valorem tax to member towns which is not reflected in the sewer user fee.

The wastewater treatment plant is the town's largest consumer of energy. Last year 15% of the energy costs were offset by the NorCap solar field in East Windsor reducing our costs by over \$30,000.



TOWN OF SOUTH WINDSOR SANITARY SEWER CCTV INSPECTION SERVICES

TOWN OF SOUTH WINDSOR SANITARY SEWER CCTV INSPECTION SERVICES

RECEIVED:

Exhibit D

Exhibit E
Estimate

Mobile Robotics
110 North Maple Street
Hadley, MA 01035
charlie@mrobot.com

Name/Address
South Windsor Town Hall 1540 Sullivan Avenue South Windsor, CT 06074

Date	Estimate No.	Project
08/03/20	1223	2020Q2

Item	Description	Quantity	Cost	Total
QV	<p>Video Pipe Inspection-for inspection of 100,00lf of 8" to 36" sanitary sewer lines begin on September 1, 2020 and to be completed by June 2021.</p> <p>EQUIPMENT: -Rovver-X Robotic color/steerable/zooming/pan&tilt camera. Accurate on-screen footage and instantaneous grade readings. Transmitter for location. 6-72" piping.</p> <p>REPORT: Includes PDF report with color video "stills" of important areas, mapping as applicable, footage-features-defects table with conclusion. Video files with audio narrative and accurate on-screen footage. Does not include traffic control. (25 linear foot minimum per inspection) Reports ship within 2 business days. Includes mob-demob. Terms Net 30 for each segment submitted. Sales Tax</p>	100,000	0.95	95,000.00
			0.00%	0.00
Let us know when you set a date.413-427-5086			Total	\$95,000.00

MEMO

DATE: September 1, 2020
FROM: Tony Manfre, Superintendent of Pollution Control
TO: Water Pollution Control Authority
SUBJECT: Annual Capital Improvement Project Account Review
CC: Patty Perry, Director of Finance
OF PAGES: 2

This memo will serve as the annual review of the WPCA's open capital improvement project accounts. The purpose of this review is to close out any accounts that are not active. Closing out completed projects will give a more accurate reserve fund balance.

SEPTEMBER 1, 2020 WPCA CIP ACCOUNT REVIEW

PROJECT	START DATE	ACCT #	REVENUE	EXPENDITURE	ACCT. BALANCE
PLANT OUTFALL PIPE EROSION	Jun-20	44602300	\$ 163,234	\$ 160,943	\$ 2,291
I/I REMOVAL & MANHOLE REHAB	FY10	44615300	\$ 816,558	\$ 438,527	\$ 378,031
GRIFFIN ROAD SEWER REPAIR	Jun-20	44627300	\$ 66,000	\$ 62,000	\$ 4,000
MANHOLE RAISING	FY19	44663300	\$ 193,462	\$ 93,462	\$ 100,000
PUMP STATION UPGRADES	FY19	44661300	\$ 50,000	\$ -	\$ 50,000
ELLINGTON RD SEWER EXTENSION	FY19	44664300	\$ 128,000	\$ 121,543	\$ 6,457
CHAPEL ROAD PHASE 2A	FY20	4466530	\$ 1,690,000	\$ -	\$ 1,690,000
TOTAL			\$ 3,107,254	\$ 876,475	\$ 2,230,779

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

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

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.

SEPTEMBER 1, 2020 RESERVE FUND BALANCE REVIEW

FUND NAME	GOAL	YTD BALANCE
REPLACEMENT RESERVE	\$ 4,400,000	\$ 1,920,810
OPERATING RESERVE	\$ 986,773	\$ 1,336,794
TOTAL	\$ 5,386,773	\$ 3,257,604

Recommended Actions:

1. Close out Griffin Road Sewer Repair, account #44627300, and transfer the remaining balance of \$4,000 to the Replacement Reserve;
2. Transfer \$336,794 from the Operating Reserve to the Replacement Reserve. This will leave additional funds in the Operating Reserve to help absorb anticipated COVID-19 revenue impacts.

Impact of Recommended Actions on Account Balances:

- A total of \$340,794 will be transferred into the Reserve Funds account increasing the balance to \$2,261,604;
- The Operating Reserve will be reduced to \$1,000,000.

X 
Tony Manfre
Superintendent of Pollution Control

WPCA COMMUNICATIONS AND REPORTS

September 1, 2020

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

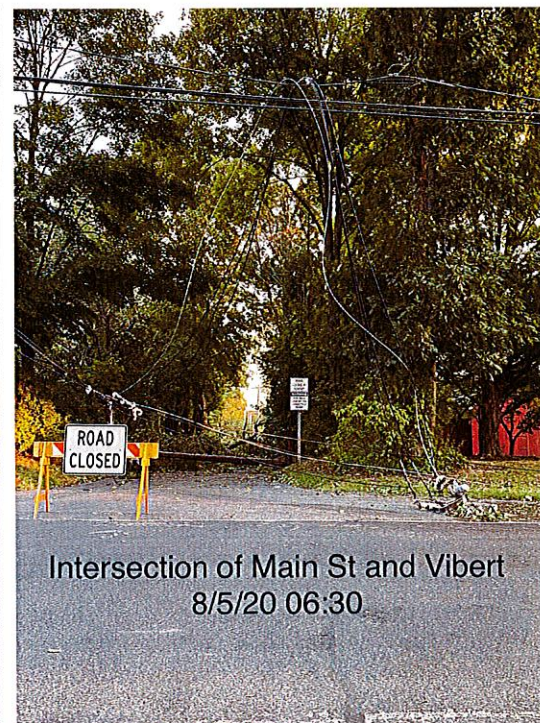
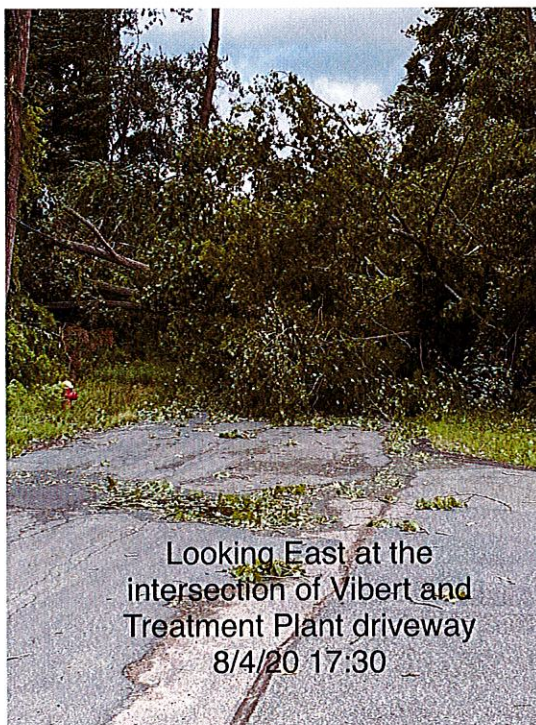
General Information

Tropical Storm Isaias

The Water Pollution Control Facility began making preparations on July 30th. Our maintenance staff inspected each pump station, exercised the generators and topped off all of the fuel levels. We also inspected the portable Godwin pump, portable generator, chainsaw and topped off all vehicles with fuel.

The height of the storm for the WPC hit August 4, 2020 at 4:30 pm. By this time we had lost power at the treatment plant and 7 pump stations (Clark Street, Rye Street, Scantic Meadow 1, Scantic Meadow 2, Pleasant Valley, Barrington Estates and Benedict Drive). Several trees had blown over across Vibert Road isolating 4 employees and all the equipment within the plant grounds along with taking out the power lines. This created a challenging situation considering we only had 2 employees outside the treatment plant inspecting the pump stations at the time and were experiencing pump issues at Clark Street due to commercial power energizing intermittently. Fortunately a secondary access route was found through an agricultural field and a neighboring property on Main Street.

The treatment plant roadway was cleared by August 5th at 1:00 pm. By 5:30 pm power restored at the treatment plant. By the end of the day on August 7th all the power was restored to the pump stations as well.



COVID-19 Measures - Update

Returned to full staff June 15th. Normal operating hours are 7:00 am to 3:30 pm, however, in order to maintain social distancing we have staggered the hours by breaking the staff into two groups. The first group has been reporting at 6:45 am and the second group reports at 7:15. This minimizes the amount of people in the building at any one time.

Residential Sewer User Billing List

The draft residential billing list is being prepared by Quality Data Services for review. Residential bills will be mailed out the last week of September with an October 1st due date.

Treatment Plant and Collection Systems

Treatment Plant

Process

TREATMENT PLANT	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20
AVG FLOW (MGD)	2.12	2.03	2.11	2.21	2.93	2.84	2.82	2.74	2.93	2.70	2.19	2.10
BOD REMOVAL	99.0%	99.0%	98.0%	99.0%	98.0%	99.0%	99.0%	99.0%	97.0%	98.0%	99.0%	98.8%
TSS REMOVAL	99.0%	98.0%	98.0%	99.0%	99.0%	99.0%	99.0%	99.0%	98.0%	98.0%	99.0%	98.9%
NITROGEN LBS. (1.06 LBS. LIMIT)	82.00	88.00	81.00	86.00	103.00	104.00	87.00	96.00	126.00	108.00	82.00	95.00

Maintenance

Now that we are back to full staff we have been working on catching up with the deferred maintenance and seasonal operational changes.

- Grit Chamber 1 cleaning and inspection
- East Gravity Thickener cleaning and inspection
- Inspection of Aeration Basin 1
- Cleaning, inspection, and repair of Aeration Basin 2 components, as well as hard pipe installation into sump
- HVAC System Controls upgrade
- Degritting of Influent and Bypass Channels of Headworks
- Continuous Operation and High Effluent Quality maintained during Tropical Storm Isaias

Collection System

- Scantic 2 Pump Rail Repair
- Replaced wear rings on pumps at Clark Street Pump Station
- Benedict Drive sump pump repair and check valve cleaning

- Electrical maintenance at all 12 pump stations. This involves cleaning the cabinets and tightening up any loose connections
- Annual testing of all Automatic Transfer Switches
- RT 5, Scantic 1 and 2, Avery St, and Benedict Drive wet well degreasing
- Continuous operation maintained during Tropical Storm Isaias

Capital Improvement Projects Update

Quality Based Selection for Engineering Services – Pump Station Upgrades

- The draft scope and fees for the project design have been submitted to DEEP for review and approval
 - There is a 90 day minimum review period
 - Draft agreement was submitted to DEEP June 23, 2020

Next Steps:

- *Execute agreement upon DEEP approval*
- *Project design phase (est. 32 weeks)*
- *Submit design to DEEP for review and approval (min. 90 day review)*

Chapel Road Phase 2

- Engineering RFP process completed using our 4 on-call engineers
- Wright Pierce was awarded the project for their proposal of \$35,550
 - Providing design and administrative services
- Project bid opening is September 17, 2020 with a November construction date
- Project budget \$1,690,000

Ellington Road Sewer Extension Design

- DECD approved the reallocation of STEAP grant funds, project plans, schedule and fees
- Project bids were opened August 6, 2020
- Bid estimate was \$340,000
 - Received 8 bids ranging from \$180,452.90 to \$327,325.00
 - Lowest qualified bidder was Sunset Construction \$180,452.90
- Construction is planned to begin in September and be completed within 30 days

Griffin Road Sewer Repair



- Environmental Services Inc. was on-site June 16
- The project was completed June 20 as scheduled and \$4,000 under budget
- Total cost \$62,000

Treatment Outfall Stabilization Project



- Dayton Construction was on site June 16 to begin constructing the coffer dam
- The project was completed June 23 as scheduled and on budget
- Total cost \$122,000

Collection of Sewer User Fees and Delinquent Accounts

Collector of Revenue Report

Bill Type	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020
2019 Commercial Sewer	99.80%	99.80%	99.86%	99.86%	99.86%*	100%	-	-	-
2020 Residential Sewer	84.54%	92.33%	94.19%	95.55%	96.30%	96.75%	96.97%	97.27%	97.49%
2020 Commercial Sewer	n/a	n/a	n/a	n/a	n/a	17.95%*	77.27%	81.32%	82.55%

TaxServ Collection Report

Please see attached report.

Respectfully submitted by: Tony Manfre, Superintendent of Pollution Control



TAXSERV CAPITAL SERVICES, LLC
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Exhibit H

Monthly Collections Report for July 2020

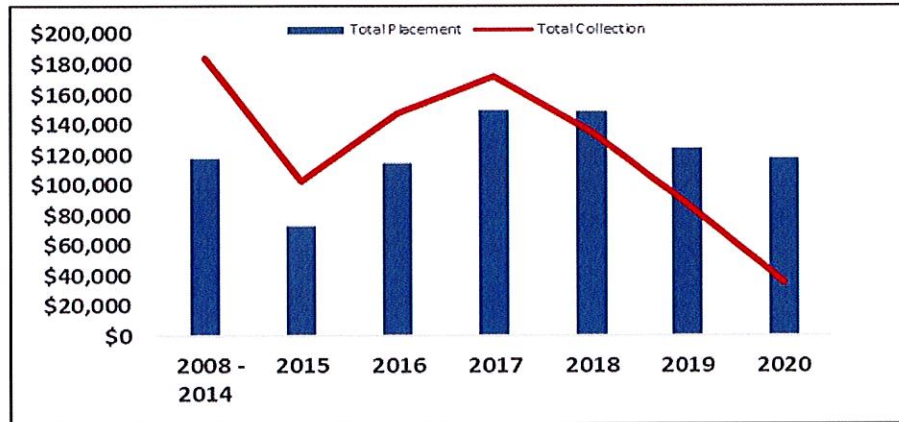
The following is the collection report for July 2020 for TaxServ Capital Services, LLC ("TaxServ") placed accounts. Should you have any questions, please contact Maria Thomas at (561) 799-9626 Ext 303, mthomas@taxserv.com

Collected by	Principal	Interest	Costs of Collection	Net Tax Collected	Collection Fee	Total Collected
South Windsor	\$4,418.29	\$1,251.85	\$236.11	\$5,906.25	\$769.84	\$6,676.09
TaxServ	\$1,046.11	\$512.54	\$96.00	\$1,654.65	\$233.77	\$1,888.42
Grand Total	\$5,464.40	\$1,764.39	\$332.11	\$7,560.90	\$1,003.61	\$8,564.51

Total Bills Placed and Collected

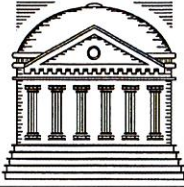
GL Year	Initial Principal Balance	Placement Date	Principal Collection Total	Coll Rate	Current Principal Due	Total Collection Total (Prin, Int, Costs)	Current Balance Due (Prin, Int, Costs)
2008 - 2014	\$117,495.88	May-17	\$89,855.96	76.48%	\$22,012.41	\$184,046.22	\$52,469.25
2015	\$72,955.78	May-17	\$61,385.70	84.14%	\$11,644.74	\$102,740.90	\$24,249.03
2016	\$114,760.65	May-17	\$98,335.95	85.69%	\$15,625.66	\$147,717.79	\$29,697.56
2017	\$149,664.43	May-17	\$128,784.32	86.05%	\$20,582.79	\$172,051.73	\$35,385.23
2018	\$148,629.66	Feb-18	\$105,893.46	71.25%	\$43,433.08	\$134,946.75	\$67,623.22
2019	\$124,074.28	Apr-19	\$68,344.18	55.08%	\$61,924.90	\$87,279.81	\$85,188.09
2020	\$117,923.11	Apr-20	\$32,087.16	27.21%	\$91,646.83	\$36,024.45	\$111,307.85
Total	\$845,503.79		\$584,686.73	69.15%	\$266,870.41	\$864,807.65	\$405,920.23

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	July 2020 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	55	1,943	8
Redeemed	3	2,014	5
Grand Total	58	3,957	6



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Monthly Collections Report for June 2020

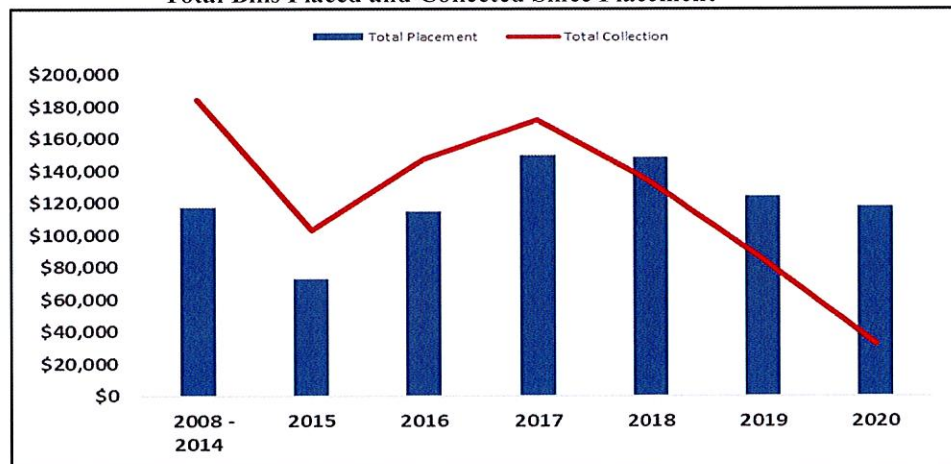
The following is the collection report for June 2020 for TaxServ Capital Services, LLC ("TaxServ") placed accounts. Should you have any questions, please contact Maria Thomas at (561) 799-9626 Ext 303, mthomas@taxserv.com

Collected by	Principal	Interest	Costs of Collection	Net Tax Collected	Collection Fee	Total Collected
South Windsor	\$9,028.55	\$2,189.26	\$528.00	\$11,745.81	\$1,693.68	\$13,439.49
TaxServ	\$3,292.60	\$929.82	\$272.08	\$4,494.50	\$633.37	\$5,127.87
Grand Total	\$12,321.15	\$3,119.08	\$800.08	\$16,240.31	\$2,327.05	\$18,567.36

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	\$52,141.30
2015	\$72,955.78	May-17	\$61,385.70	84.14%	\$11,644.74	\$102,740.90	\$24,074.36
2016	\$114,760.65	May-17	\$98,318.12	85.67%	\$15,643.49	\$147,587.35	\$29,593.60
2017	\$149,664.43	May-17	\$128,641.87	85.95%	\$20,845.26	\$171,892.19	\$35,488.58
2018	\$148,629.66	Feb-18	\$105,123.00	70.73%	\$45,060.63	\$133,641.66	\$69,523.24
2019	\$124,074.28	Apr-19	\$66,626.29	53.70%	\$62,004.08	\$84,689.92	\$89,594.39
2020	\$117,923.11	Apr-20	\$29,271.39	24.82%	\$96,612.99	\$32,648.51	\$115,914.59
Total	\$845,503.79		\$579,222.33	68.51%	\$273,823.60	\$857,246.75	\$416,330.06

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	June 2020 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	520	1,920	8
Redeemed	63	1,979	5
Grand Total	583	3,899	6



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Monthly Collections Report for May 2020

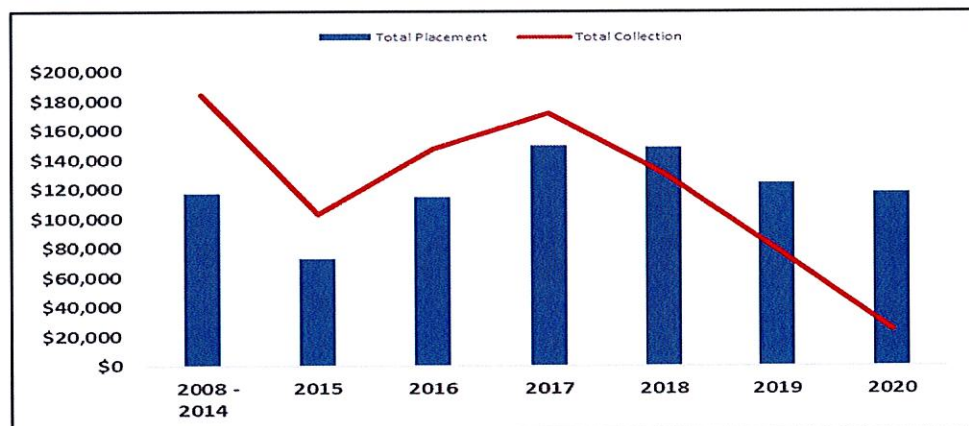
The following is the collection report for May 2020 for TaxServ Capital Services, LLC ("TaxServ") placed accounts. Should you have any questions, please contact Maria Thomas at (561) 799-9626 Ext 303, mthomas@taxserv.com

Collected by	Principal	Interest	Costs of Collection	Net Tax Collected	Collection Fee	Total Collected
South Windsor	\$10,229.03	\$1,960.54	\$617.92	\$12,807.49	\$1,765.55	\$14,573.04
TaxServ	\$4,319.09	\$873.50	\$266.57	\$5,459.16	\$778.86	\$6,238.02
Grand Total	\$14,548.12	\$2,834.04	\$884.49	\$18,266.65	\$2,544.41	\$20,811.06

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	\$51,813.41
2015	\$72,955.78	May-17	\$61,385.70	84.14%	\$11,644.74	\$102,740.90	\$23,899.69
2016	\$114,760.65	May-17	\$98,318.12	85.67%	\$15,997.15	\$147,587.35	\$29,792.18
2017	\$149,664.43	May-17	\$128,641.87	85.95%	\$21,219.26	\$171,892.19	\$35,820.72
2018	\$148,629.66	Feb-18	\$103,434.33	69.59%	\$46,384.14	\$130,915.15	\$71,022.90
2019	\$124,074.28	Apr-19	\$62,620.45	50.47%	\$64,623.65	\$79,143.13	\$92,217.25
2020	\$117,923.11	Apr-20	\$22,644.75	19.20%	\$105,088.44	\$24,681.50	\$124,681.83
Total	\$845,503.79		\$566,901.18	67.05%	\$286,969.79	\$841,006.44	\$429,247.98

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	May 2020 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	55	1,352	5
Redeemed	10	1,972	5
Grand Total	65	3,324	5