

JAN 29 2016



**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

AGENDA

7:00 P.M.
FEBRUARY 2, 2016

- A. ROLL CALL
- B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS
 - 1. January 5, 2016, Regular Meeting
 - 2. January 14, 2016, Public Hearing
 - 3. January 14, 2016, Special Meeting
- C. NEW BUSINESS
 - 1. Staybridge Suites – 274 Buckland Road/Messiah Lutheran Church
(Preliminary Discussion)
 - 2. Truss Pipe Rehab Bid Results (Engineer Report, discussion, approval to proceed)
 - 3. Budget Fiscal Year 2016/2017 (Discussion)
 - 4. Sewer Assessment Process – (Review of State Statues and Local Regulations)
- D. COMMUNICATIONS AND REPORTS
 - 1. Vegetation Management Program
- E. PUBLIC PARTICIPATION (Items not on the agenda)
- F. BILLS, CHANGE ORDERS, DISBURSEMENTS
- G. UNFINISHED BUSINESS
 - 1. Uncollected Sewer User Charges
 - 2. Proposed sewer assessments for properties on Lawrence Road and Cliffwood Drive –
(Discussion and Approval)
 - 268 Lawrence Road
 - Information Update for Property Owners
 - Billing Options
 - Establish Due Date
- H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS
- I. ADJOURNMENT

Rec. 02/11/2016 @ 1:40 pm
Thomas G. Sennett, Jr.

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A. ROLL CALL

Members Present: Richard Aries, Donald Antaya, Carol Fletterick, Zaheer Sharaf, Richard Siedman, and Vicki Paliulis

Members Absent: William Veas

Alternates Present: Ed Havens, Jr. sitting in for Mr. William Veas

Alternates Absent: Patrick Soucy

Staff Present: C. Fred Shaw, Superintendent of Pollution Control
Ether A. Diaz, Recording Secretary

Others: Tim Coon, J.R. Russo & Associates, LLC
Jim Bernardine, Design Professionals, Inc.
Peter DeMallie, Design Professionals, Inc.
Atty. John Bond representing property owners of
240 Buckland Road

Chairman Richard Aries called the meeting to order at 7:00 p.m. The following actions were taken during the February 2, 2016 Regular Meeting of the Water Pollution Control Authority (WPCA).

Mr. Ed Havens, Jr. was appointed to sit in for Mr. William Veas.

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. January 5, 2016, Regular Meeting

Motion was made to accept the minutes of the January 5, 2016, Regular Meeting as presented.

The motion was made by Mr. Ed Havens, Jr. and seconded by Mr. Richard Siedman. The motion carried unanimously.

2. January 14, 2016, Public Hearing

Motion was made to accept the minutes of the January 14, 2016, Public Hearing as presented.

The motion was made by Mr. Ed Havens, Jr. and seconded by Mr. Donald Antaya. The motion carried unanimously.

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3. January 14, 2016, Special Meeting

Motion was made to accept the minutes of the January 14, 2016, Special Meeting with administrative corrections.

The motion was made by Mr. Ed Havens, Jr. and seconded by Mr. Donald Antaya.
The motion carried unanimously

C. NEW BUSINESS

1. Staybridge Suites – 274 Buckland Road/Messiah Lutheran Church
(Preliminary Discussion)

Mr. Tim Coon of J.R. Russo & Associates, LLC was in attendance this evening and presented the application for Staybridge Suites. This is a proposed four story building with 107 suites hotel at 274 Buckland Road. This property is abutted to north by the Messiah Lutheran Church. This application is for purposes of a preliminary discussion regarding the best alternative for sewer service for both properties. Mr. Coon explained that currently the existing sewer comes up to Buckland Road and ends at an existing manhole located on the south end of 240 Buckland Road. To service the hotel and the church, Mr. Coon presented the following options.

Option 1 is to extend the sewer from the existing manhole at the southern end of 240 Buckland Road through a portion of Buckland Road pavement to a new manhole at the southern boundary of the subject property. This would create a lot inconvenience for users of the road. Also because of the shallower depth of this sewer it would be difficult to service the church with sewers in the future.

Option 2 is to head north on Buckland Road in front of property at 240, then cross diagonally into parking lot in front of proposed Staybridge Suites and across parking lot in front of this hotel to the northern property line with the church. This option reduces the amount of work that needs to be done in Buckland Road and the traffic disturbance associated with the work. This would also reduce the depth of the sewer but allow the church to access the sewer by gravity flow. This option includes an easement in favor of the Town for maintenance purposes.

Option 3 is to come through the back of the property located at 240 Buckland Road and then through the parking lot of the hotel similar to Option 2. Mr. Coon explained that Mr. Peter DeMallie of Design Professionals, Inc is having discussions with the property owners and his client with regarding to this matter.

Mr. Jim Bernardine of Design Professionals, Inc was in attendance this evening representing the property owner of the Messiah Lutheran Church. He explained that Option 3 is an alternative to Option 1 and 2; is only a conceptual consideration at this point. The preferable alternative will be Option 2 which is running the sewer line through the site with consideration to the merit discussions this evening, that if

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something were to come to full agreement with the property owners of 240 Buckland Road.

Attorney John Bond was in attendance this evening representing owner of the property to the south of Staybridge Suites (240 Buckland Road), Robin Bond who was also in attendance this evening. Atty. Bond explained that currently the property is owned by five individuals in varying proportions. He explained that he was approached by Mr. DeMallie of Design Professionals, Inc and explained this matter. Atty. Bond explained that this property is approximately 10 acres and their biggest concern is that they really don't know what's going to happen with the property; what is the potential use of the property. Mr. DeMallie has put together a concept plan about what he thinks a good common sense of goal approach to actually developing that parcel will be; however, it's uncertain at this time.

Mr. Bernardine explained that he understands the concerns completely and that's the reason why Option 3 is just a consideration. They'll like to move forward with Option 2, but Option 3 may become a possibility if timing allows and it becomes beneficial to all parties involved. Atty. John bond made it clear that they are not objecting to anything, they are just concerned. Atty. Bond requested that if the Authority approves Option 2, that there be one lateral provided by the developer to serve their existing building and one to serve the future developed parcel.

Mr. Bernardine also explained that in order to provide sewer service to the church, they are proposing a service lateral with minimum cover of about three feet coming out of the building. He explained that the minimum cover of three feet is below the WPC standards at this point. Therefore, he asked members of the WPCA for their input. Mr. Shaw explained that three feet should be enough. Mr. Bernardine further explained that they are looking at a small section of three feet; once out of the building it will be a cover of four or five feet.

Chairman Richard Aries expressed that this application is strictly for discussion; he explained that it is the commitment of members of the Authority to cooperate as best as they can as long as the Engineering Department staff is satisfied with the plan. The consideration for Option 2 will be the best option. He also asked if this property will get a benefit of assessment. Mr. Shaw responded that they will be putting in the sewer, therefore, they wont be assessed anything but a connection charge based upon the total developed acreage. However, the Messiah Lutheran Church property and the property located at 240 Buckland Road will be assessed when they connect to the sewer.

Mr. DeMallie reported that Pastor Tim Ehlers and other members of the Messiah Lutheran Church were in attendance this evening (Ralph Zahner and John Schwemmer) which has been supportive of the hotel development and they also support the sewer program discussed this evening.

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2. Truss Pipe Rehab Bid Results (Engineer Report, discussion, approval to proceed)

Mr. Fred Shaw reported that this is a project that was budgeted for this year. It involves the realigning of 3100 linear feet of truss pipe and it also involves the replacement of one section of a 12 inch pipe. The Town solicited competitive bidding and four bids were received and reviewed; a copy of the tabulation of the bids was included with the agenda (see Exhibit A.) Precision Industrial Maintenance, Inc. (PIM) submitted the lowest total bid of \$210,295. The bidder has been evaluated and found to be a responsible bidder. However, the bid is higher than the budgeted cost estimate (\$231,000). This cost estimate includes the engineering fee, their bidding services, their design services, and their construction administration cost in the amount of \$30,950, which includes a 10% contingency fee. Mr. Shaw explained that considering the 10% contingency the overage is about \$31,275. Mr. Shaw explained that he asked Wright-Pierce, Consultant Engineer to consider other alternatives concerning the cost reduction of the town. Wright-Pierce has provided multiple alternatives for potential cost reductions for consideration which are listed in Exhibit A. Mr. Shaw explained that Alternative #1 which is to eliminate one pipe section from the contract is not a meaningful reduction and is not an acceptable risk. This pipe is off of Oakland Road, at the intersection of Oakland Road and Deming Street; this is a cross country sewer line. Wright-Pierce has provided Mr. Shaw with a picture of the inside of that pipe.

Also, alternative #2 which involves awarding the contract to PIM and Wright-Pierce would not provide part-time inspection field services. This alternative assumes that the Town of South Windsor would have staff to provide project inspection services. Mr. Shaw stated that he prefer to have Wright-Pierce involved with the inspections of this project.

It was Mr. Shaw's recommendation that the WPCA accept this proposal and transfer \$31,275 from the reserve for capital.

Motion was made to approve the transfer of \$31,275 from Account No. 44699300-00320 Reserve for Capital to Account No. 44639300-00320 Capital Project and to award the project to Precision Industrial Maintenance, Inc. (PIM) for the total bid amount of \$210,295.

3. Budget Fiscal Year 2016/2017 (Discussion)

Included with the agenda was a copy of the proposed Budget FY 2016/2017 (see Exhibit B1). Mr. Shaw distributed for discussion the Operational and Maintenance (O&M) component of the budget which includes the debt service, capital improvements and any contributions to the reserve funds. (see Exhibit B2). The O&M budget represents a 2.6% increase over the current adopted budget.

Mr. Shaw explained that there have been some changes in the debt service portion of the budget. One is that for the past many years the Authority have been paying

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principal and interest to the town of Vernon for their upgrade of their plant; next year in December the Authority will complete their debt payments. The \$14,497 is half of what it's normally budgeted for this particular project. Mr. Shaw explained to the new members of the Authority that there is an intertown sewer agreement with the town of Manchester, East Hartford, Vernon and Ellington. The agreement is for purposes of trying to avoid putting in pump stations which are expensive. He further explained that years ago during the last upgrade of the Vernon Pollution Control facility the Town of South Windsor got a grant (100%) by the State to look at the alternative of whether it was the Town's best interest to put out three new pump stations in the eastern part of the town which will pump back into the system flow or entering to an intertown agreement with Vernon and the flow will go to them and have the WPCA pay the associated fees. The result of that study was that it was more cost effective for the Town of South Windsor to have an intertown agreement.

Mr. Shaw explained that the debt service has not changed as far as the State Grant UV system, Pleasant Valley Road Pump Station Upgrade and the Submersible Pump Station Upgrade. However, an increase may begin to be seen in some of the debt service during budget year 2016/2017. He explained that the addition to the debt service in the budget is the Dry Pit Pump Station Upgrade. According to the plan that was put together couple of years ago, the Authority has been paying about \$61,075 for the past two years; the dry pit pump stations upgrade debt service increase by \$70,000.

Chairman Richard Aries asked about the over time. Mr. Shaw responded that this is the second full year of the new union contract with AFSME. Mr. Shaw was trying to keep the overtime dollars down over the last year; however, they incurred additional cost for overtime during the Main Street bypass project.

Mr. Shaw explained that the contract period is up for some of the contracts including the Sludge hauling; this is the last year for the current sludge hauling contract. The WPC have an outside contractor to come in and collect the liquid sludge from the plant and dispose of it. Mr. Richard Siedman mentioned that not too long ago he noticed on the highway that the Town of Stafford has their own trucks for sewer and asked if it's a benefit to start doing that in the long term. Mr. Shaw responded that they, they did so years ago. He explained that in the past they trucked liquid sludge for a while; however, they have found that the town could do it more economically by having an outside contractor do the job. Mr. Shaw explained that they do have one 4,000 gallon tanker which is now in use for other purposes. It can be used to transport the solid sludge but it would not be cost effective. The best alternative was to have an outside contractor to do this job and to seek competitive bidding every several years.

Mr. Donald Antaya asked if they are approaching the funding level of the reserve funds. Mr. Shaw responded that they are behind on the equipment replacement reserve; this does not cover what was budgeted for this fiscal year. The Reserve for Capital is increasing as projects are closed out. However, the Authority does have

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the flexibility to transfer money out of the capital reserve, the balance is currently over \$1.1 million.

Mr. Shaw reported on the following projects:

Manhole Rehab., and I/I Removal: The cost did not changed (\$55,000).

Sullivan Avenue Siphon Rehab: An engineering study was done earlier this year to look at a potential capacity problem with the sewer line on Sullivan Avenue. Mr. Shaw explained that the Sullivan Avenue sewer flows down towards Main Street into the plant and at one point the sewer flows under the Podunk River and there is a structure call siphon which is a special device that allows them to go underneath the river and work on the other side. This was identified as a potential problem some years ago. Mr. Shaw reported that he asked the consultant engineer, Wright-Pierce to look at what can be done to avoid surcharging. A study was done to determine what can be done to upgrade the siphon, and the engineer said that there are two small pipes in (two six inch); a larger pipe is needed besides upgrading the siphon and the engineer looked at different alternatives. They looked at three pipes instead of two pipes and looked at different ways directional versus trench cutting. They also looked at using larger pipes and at the option of replacing the siphon and just do gravity. The most cost effective alternative is to replace the siphon (\$318,000). Mr. Shaw said that there is a way to spread the cost over two fiscal years. To go in and do the siphon this next year and be prepared and do the design the following year and the construction of the 2100 feet of larger pipe to replace the existing pipe.

Phase IV Sewer System Improvements (Design): this involves some rehab of pipe some of which is removing I/I; and the Town can be in a position to get a grant for the I/I which will help for the cost of about 2/3 of the cost. The first step in this is to get on the priority list for DEEP. This project represents \$45,000 of the budget to complete the design of the project.

Easement Vegetation Management: this involves going back to phase II work in area I. Area I is what is currently being completed.

4. Sewer Assessment Process – (Review of State Statues and Local Regulations)

Chairman Richard Aries reported that he met with Mr. Fred Shaw, Matthew Galligan, Town Manager and with the Town Attorney to discuss sewer assessments. He explained that this is in preparation of the sewer assessments for the Lawrence Road and Cliffwood Drive properties.

Mr. Fred Shaw explained that the Public Works Department will be involved with the process for sewer assessments and will come up with a plan of action. Currently they are in the process of obtaining information from the Collector of Revenue office which is a division of the Finance Department. Certain information will be put in on the GIS system to determine what properties have been assessed and what needs to be

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assessed in the future. They are also looking at the developer installed sewers and how they impact other properties that weren't part of their original development. If an assessment hasn't been prepared for a piece of property it may not be prepared until connected to the sewer or until the property is developed. There should be however some notice on the land records that there is a potential for a sewer assessment in the future.

Chairman Aries explained that they are trying to create a protocol for making sure that sewer assessments get identified and brought to the proper attention in a timely manner. Mr. Fred Shaw explained that the basic means is to find out those properties that could be assessed in the future, put caveats on the records and then monitor them as they come in to take out permits either for a new development or for connection to the sewer. The Town Attorney was requested to draft a caveat that can be used for the Nevers Road, Cliffwood Drive and Lawrence Road assessments.

D. COMMUNICATIONS AND REPORTS

1. Vegetation Management Program

Mr. Fred Shaw reported that the contractor was finishing up on a cross country sewer line in Chapel Road and then he would be going to Jacques Lane to work on clearing cross country sewer line there.

Mr. Shaw also reported that some residents have contacted him as stakes were put into their lawns and signs that the tree warden have to put to notify that they'll be trees to be cut down. Letters were sent do the people explaining the process.

Mr. Shaw explained that he is going ahead of the contractor who is cutting down vegetation and talking to the residents; explaining to them what the contractor is doing and how they are doing it. In some cases is not necessary to take down the yard trees. However, people have put in little gardens or a stockade fence over the easement area. The contractor is not going to take down those things that are not obstructing the sewer line, however, a letter will be sent to the property owners telling them that these things are in violation of their easement; there is restriction on their property and they can resolve it by either moving the small trees, or garden or putting in a gate in their fence.

E. PUBLIC PARTICIPATION (Items not on the agenda)

None

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

None

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G. UNFINISHED BUSINESS

1. Uncollected Sewer User Charges

Included with the Agenda was a copy of the sewer receivables report from the Director of Finance for the month of December (see Exhibit C1). Mr. Fred Shaw reported that during the last WPCA meeting he was asked to find out if it's possible to identify the demographics of the accounts that are delinquent. He asked the Finance Director and her response was that they don't have that information. Some of that information may be available from banks that may be involved with the accounts; however, is not information that the Finance Department has readily available for them. Mr. Shaw also asked the Finance Director to consider other options for collection and they have provided some options to consider; this information includes the current sewer billing process and options available (see Exhibit C2).

One option is the lien sale which may need a Request For Proposals (RFP) to secure services. The Town receives the payment in a lump sum; however, usually is not 100% of balance due. And the WPCA will have no control of collection procedures once the accounts have been sold.

Mr. Siedman expressed that in looking at the report from December 15, 2015 there were 1,157 residential accounts totaling \$580,111 as of November 30, 2015. One month later, there are 1,131 residential accounts totaling \$604,433. He asked why the outstanding balance increases, however, the residential accounts decrease. He stated that the principles should be going down, not increasing. Mr. Siedman also asked why they don't accept master card and visa payments when Chase has a special deal for municipalities.

Chairman Aries expressed that he'll like to see more reports from the Finance Department and wants to know how the principle increases over time. Mr. Shaw explained that it will be helpful if they have a column that reflects monthly performance showing the reduction in the principle.

Mr. Siedman recommended contacting the delinquent accounts mortgage company looking for payments. In response to this idea, Mr. Shaw responded that the Collector of Revenue have a very small group of people. The Finance Director was reluctant to put this report together but they have been challenge themselves with other business that they have to do. Mr. Shaw explained that perhaps it may be helpful to hire someone to work on a part time basis in the Collector of Revenue office that will help to work with the WPCA and maybe also does other work for their office. Chairman Aries responded that in his opinion it will be a good investment to have somebody dedicated to the sewer revenue. Mr. Shaw also explained that one of the frustrations that the Collector of Revenue staff is experiencing is in trying to update their computer system. Apparently, the system when there is a change in ownership, they have to go in the system and change the ownership for each property.

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Every time data is entered into the system, the system does not save the changes made by the administrative. This is a tremendous amount of administrative effort and it can only be accomplished by upgrading the system. Also, Mr. Shaw explained that the Finance Director recognizes that there are areas for improvements within her department.

2. Proposed sewer assessments for properties on Lawrence Road and Cliffwood Drive – (Discussion and Approval)

- 268 Lawrence Road

Mr. Fred Shaw reported that he removed 268 Lawrence Road from the list. This property was connected to the sewer in May of 1998. Mr. Shaw needs to calculate his assessment based upon the sewer rates in effect at the time that the property was connected to the sewer. Mr. Shaw also removed from the sewer assessments list 278 Lawrence Road and 36 Cliffwood Drive as previously discussed.

- Information Update for Property Owners

Mr. Shaw distributed a copy of the updated sewer assessments list for the property owners as previously requested by the Authority (see Exhibit D). This information shows the difference between the annual payment (6%) and what the total will be over the 15 years period so that they can compare and see their savings. This information was reviewed by members of the Authority; Mr. Shaw will send the information to the property owners of Lawrence Road and Cliffwood Drive.

- Billing Options
- Establish Due Date

Mr. Shaw reported that he discussed with the Collector of Revenue the feasibility of two installment payments (see Exhibit E). Also, the Collector of Revenue asked for the billing to be at a time when is not the property tax billing season.

Motion was made to proceed with the proposed sewer assessments for properties on Lawrence Road and Cliffwood Drive with the exception of 268 Lawrence Road, 278 Lawrence Road and 36 Cliffwood Drive; and to establish a two payment option with the first billing due date for November 1, 2016 and the second billing due date for May 1, 2017.

The motion was made by Mr. Donald Antaya and seconded by Ms. Vicki Paliulis. The motion carried unanimously.

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

None

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I. ADJOURNMENT

Motion was made to adjourn the meeting at 9:12 p.m.

The motion was made by Mr. Ed Havens, Jr. and seconded by Mr. Zaheer Sharaf. The motion carried unanimously

Respectfully Submitted,

Ether A. Diaz
Recording Secretary



Water
Wastewater
Infrastructure

January 29, 2016
W-P Project No. 12438F

Mr. C. Frederick Shaw, Superintendent Pollution Control
Town Hall
1540 Sullivan Avenue
South Windsor, CT 06074

Subject: Phase III Sewer System Improvements (Immediate Repair Project)
Evaluation of Bids

Dear Fred:

We have completed our review of the construction bids that were received on January 21st, 2016 for the Phase III Sewer System Improvements (Immediate Repair) project. Based on our current knowledge of and experience with Precision Industrial Maintenance, Inc. (PIM) through both project and financial reference checks, we are not aware of any apparent reason why this contract should not be awarded to them as the low responsive and responsible bidder. As a result, we recommend that the Town award the project to PIM for the total bid amount of \$210,295. Should the Town decide to proceed with the project based on the lowest total bid, we stand ready to assist the Town in submitting the necessary documentation for approval, awarding the contract, requesting the required bonds and insurance information, and executing the Contract Documents.

Bid Evaluation

On January 21st, 2016, four bids were received and reviewed, and a tabulation of the bids is attached to this letter. The bids ranged from \$210,295 to \$440,770. Precision Industrial Maintenance, Inc (PIM) submitted the lowest total bid of \$210,295. This bid is approximately 7% higher than our base construction cost estimate of \$195,000 and approximately 4.4% lower than the next lowest responsible total bid of \$219,525.

PIM has indicated to Wright-Pierce on the phone that they are able to begin the project in late July / early August 2016 based on their current schedule. If their spring project work finishes up sooner than anticipated, they may be able to commence the Immediate Repair Project earlier.

With regard to their experience and ability to perform the project at hand, PIM has extensive experience with UV CIPP technology. As part of our bid evaluation process, we contacted two recent references in the City of Syracuse, NY and in Onondaga County in New York. Both reference checks indicated that PIM implemented and constructed multiple successful projects. Both clients provide repeat contract opportunities, and they also both told Wright-Pierce that they want to continue contracting with PIM to complete more lining within the county and city. In addition, Wright-Pierce recently worked with PIM on a successful sewer rehabilitation project in Stamford that lined (via UV CIPP) nearly 3,000 linear feet of 36" and 42" RCP sewer pipe. The project involved an 18" HDPE by-pass set-up that was well executed.



We have also asked PIM to contact their banking institution, Key Bank, to provide a formal reference letter indicating that PIM is in good standing with their bank and has sufficient financial capacity for this project. A formal letter was requested from Key Bank and was received for the record on January 26th, 2016.

Cost Reduction Alternatives

The total project costs including construction and engineering services currently sit at \$241,245, or about \$10,000 over budget. Wright-Pierce understands that the Town of South Windsor WPCA may require reducing the cost of the construction contract or engineering services to stay within the budgeted amount of \$231,000 if additional funding cannot be procured. We have provided multiple alternatives for potential cost reductions for consideration:

1. *Cost Reduction (\$77,200) Alternative #1* – This alternative would involve removing Bid Item #3 from the contract. This lump sum amount of \$77,200 is for the rehabilitation, pre-installation cleaning, and pre-post CCTV Inspection from Manhole 02-ODXC-11 to Manhole 02-DEM-19 off of Oakland Road and Deming Street. The cost of the rehabilitation for this pipe segment is significantly more than the other pipe segment bid items due to the cost of the bypass set-up materials and labor. This bid item could be incorporated into the next rehabilitation project (Phase IV), and because other segments in that project will require bypassing set-ups.
2. *Cost Reduction (\$7,000) Alternative #2* – This alternative would involve awarding the contract to PIM for \$210,295, and Wright-Pierce would not provide part-time inspection field services. This alternative assumes that the Town of South Windsor would have adequate staff to provide project inspection services with support from Wright-Pierce via telephone. Wright-Pierce would still handle all project paperwork and submittal reviews as well as a final inspection of the pre and post CCTV.
3. *Cost Reduction (between \$16,150 and \$17,500) Alternative #3* – This alternative would eliminate one pipe segment from the Contract based on the segment with the lowest potential risk.

Should you have any questions or desire additional information, please call Lisa Muscanell-Depaolo or me at 860-343-8297.

Sincerely,
WRIGHT-PIERCE

Dennis Dievert Jr., PE
Project Manager

Enclosures

cc: Michael Gantick, PE, Director of Public Works
Tim Friend, WPCF
File

Town of South Windsor,
Connecticut
Phase III Sewer System Improvements
Immediate Repairs Project
BID TAB

12438F
January 21, 2016 @ 2:00 PM
Engineers Estimate \$225,000



BID QUANTITIES			Precision Industrial Maintenance, Inc.		Progressive Pipeline Management		Layne Inliner, LLC		Superior Gunite	
Item	Qty.	UNIT	UNIT AMT	BID	UNIT AMT	BID	UNIT AMT	BID	UNIT AMT	BID
BASE BID										
1 Mobilization	1	Lump Sum	\$3,000.00	\$3,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$18,500.00	\$18,500.00
2 Rehabilitation, pre Installation Cleaning, and PrePost CCTV Inspection from Manhole 01-MOH-01 to Manhole 03-MOH-02	1	Lump Sum	\$16,595.00	\$16,595.00	\$18,900.00	\$18,900.00	\$14,480.00	\$14,480.00	\$26,000.00	\$26,000.00
3 Rehabilitation, pre Installation Cleaning, and PrePost CCTV Inspection from Manhole 02-ODXC-11 to Manhole 02-DEM-19	1	Lump Sum	\$77,200.00	\$77,200.00	\$17,000.00	\$17,000.00	\$18,000.00	\$18,000.00	\$56,500.00	\$56,500.00
4 Rehabilitation, pre Installation Cleaning, and PrePost CCTV Inspection from Manhole 03-MOH-03 to Manhole 03-MOH-04	1	Lump Sum	\$17,000.00	\$17,000.00	\$30,660.00	\$30,660.00	\$17,580.00	\$17,580.00	\$34,450.00	\$34,450.00
5 Rehabilitation, pre Installation Cleaning, and PrePost CCTV Inspection from Manhole 09-MAR-04 to 09-MAR-05	1	Lump Sum	\$17,500.00	\$17,500.00	\$31,500.00	\$31,500.00	\$19,695.00	\$19,695.00	\$35,850.00	\$35,850.00
6 Rehabilitation, pre Installation Cleaning, and PrePost CCTV Inspection from Manhole 09-DOR-03 to Manhole 09-RO5-01	1	Lump Sum	\$16,250.00	\$16,250.00	\$30,345.00	\$30,345.00	\$14,500.00	\$14,500.00	\$36,900.00	\$36,900.00
7 Rehabilitation, pre Installation Cleaning, and PrePost CCTV Inspection from Manhole 09-BER-01 to 09-BER-03	1	Lump Sum	\$17,500.00	\$17,500.00	\$31,500.00	\$31,500.00	\$18,600.00	\$18,600.00	\$32,250.00	\$32,250.00
8 Rehabilitation, pre Installation Cleaning, and PrePost CCTV Inspection from Manhole 10-SKY-05 to Manhole 10-SKY-06	1	Lump Sum	\$17,100.00	\$17,100.00	\$13,050.00	\$13,050.00	\$172,500.00	\$172,500.00	\$159,000.00	\$159,000.00
9 Rehabilitation, pre Installation Cleaning, and PrePost CCTV Inspection from Manhole 06-HIG-02 to Manhole 06-HIG-03	1	Lump Sum	\$16,150.00	\$16,150.00	\$24,570.00	\$24,570.00	\$16,920.00	\$16,920.00	\$29,330.00	\$29,330.00
10 Uniformed Police Officer Allowance	1	Allowance	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
TOTAL BASE BID AMOUNT ITEMS (1 THROUGH 10)				\$210,295.00		\$219,525.00		\$414,275.00		\$440,770.00

Proposed FY 2017 Budget

Expenditure Classification	2015 Adopted	2015 Actual	2016 Adopted	2016 Year to Date	2016 ETC	2016 Projected EAC	2016 Delta	2017 Department Request	2017 Delta
Personal Services									
110 Full-time Salaries	789,131	755,466	870,210	484,592	385,618	870,210	0	938,724	68,514
111 Overtime	40,211	93,102	39,866	56,377	10,000	66,377	26,511	50,324	10,458
112 Longevity	1,820	1,300	1,820	875	945	1,820	0	0	-1,820
113 Part-time Salaries	0	0	0	0	0	0	0	0	0
130 Employee Benefits	536,035	502,219	512,695	407,016	105,679	512,695	0	502,289	-10,406
Subtotal:	1,367,197	1,352,087	1,424,591	948,860	502,242	1,451,102	26,511	1,491,337	66,746
Materials & Expenses									
210 Office Supplies	1,000	1,230	1,200	1,500	200	1,700	500	1,300	100
221 Operating Materials	78,000	70,893	78,000	75,796	5,000	80,796	2,796	78,000	0
222 Motor Vehicle Supplies	22,640	8,435	24,620	6,200	18,000	24,200	-420	24,000	-620
223 Uniforms & Clothing	7,898	15,841	13,200	7,100	6,000	13,100	-100	14,250	1,050
228 Small Tools	0	0	0	0	0	0	0	0	0
232 Equipment Repair	54,150	129,056	57,300	121,212	25,000	146,212	88,912	60,000	2,700
Subtotal:	163,688	225,455	174,320	211,808	54,200	266,008	91,688	177,550	3,230
Contractual Services									
310 Advertising	0	1,646	0	934	0	934	934	0	0
320 Professional	172,663	177,074	155,999	93,034	62,965	155,999	0	155,999	0
330 Rentals & Leases	17,520	15,508	19,970	11,804	8,166	19,970	0	17,970	-2,000
350 Printing	0	0	0	0	0	0	0	0	0
360 Utilities	515,550	415,613	491,450	247,382	244,068	491,450	0	491,450	0
371 Maintenance Contracts	424,200	463,735	491,900	203,339	288,561	491,900	0	496,080	4,180
373 Repair Maintenance Equipment	15,200	14,752	18,750	15,255	3,495	18,750	0	19,000	250
374 Fees & Memberships	1,395	425	1,520	200	1,320	1,520	0	1,520	0
375 Recruitment & Training	13,200	14,686	26,500	6,100	20,396	26,496	-4	26,500	0
390 Other Purchase Services	299,500	219,787	296,500	58,900	237,611	296,500	0	296,500	0
393 Internal Service Charge	37,240	37,240	37,240	37,240	0	37,240	0	37,240	0
Subtotal:	1,496,468	1,360,466	1,539,829	674,188	866,582	1,540,759	930	1,542,259	2,430
Capital Outlay									
430 Capital Projects	162,000	150,230	75,000	62,000	13,750	75,750	750	45,000	-30,000
441 Office Equipment	0	6,574	0	0	0	0	0	0	0
442 Department Equipment	10,000	150	0	0	0	0	0	41,600	41,600
Subtotal:	172,000	156,954	75,000	62,000	13,750	75,750	750	86,600	11,600
Department Total:	3,199,353	3,094,962	3,213,740	1,896,856	1,436,774	3,333,619	119,879	3,297,746	84,006

**ACTIVITY
PUBLIC WORKS**

**SEWAGE TREATMENT
AND DISPOSAL**

**ACCOUNT NO.
1337-3252**

	Department Request	Manager Proposed
<u>DEBT SERVICE - PRINCIPAL & INTEREST</u>		
<u>TOWN OF VERNON:</u>		
Principal	10,950	
Interest	3,547	
	<u>14,497</u>	
Subtotal		
<u>State Grant UV System:</u>		
Principal	33,831	
Interest	14,283	
	<u>48,114</u>	
Subtotal		
<u>Pleasant Val. Pump Station Upgrade</u>		
Principal	16,749	
Interest	<u>7,472</u>	
	<u>24,221</u>	
Subtotal		
<u>Submersible Pump Station Upgrade</u>		
Principal	66,309	
Interest	<u>27,994</u>	
	<u>94,303</u>	
Subtotal		
<u>Dry Pit Pump Station Upgrades</u>		
Principal	70,000	
Interest	<u>61,075</u>	
	<u>131,075</u>	
Subtotal		
Total Debt Service	<u>312,210</u>	
<u>CAPITAL IMPROVEMENTS</u>		
<u>TREATMENT SYSTEM:</u>		
	0	
<u>COLLECTION SYSTEM:</u>		
Manhole Rehab., I/I Removal (Reserve for Capital Projects)	55,000	
Sullivan Avenue Siphon Rehab	318,000	
Phase IV Sewer System Improvements (Design)	45,000	
Easement Vegetation Management	317,000	
<u>TOTAL CAPITAL IMPROVEMENTS:</u>	735,000	

**ACTIVITY
PUBLIC WORKS**

**SEWAGE TREATMENT
AND DISPOSAL**

**ACCOUNT NO.
1337-3252**

CONTRIBUTIONS TO RESERVE FUNDS

Operating Reserve	180,200
Replacement Reserve	31,625
Total	<u>211,825</u>

1540 Sullivan Ave.
 South Windsor, CT 06074
 Phone: 860-644-2511 ext. 263
 Fax: 860-648-2179

TOWN OF SOUTH WINDSOR FINANCE DEPARTMENT

MEMORANDUM

TO: Fred Shaw
FROM: Patricia Perry, Director of Finance
RE: Sewer Receivables
DATE: January 27, 2016

As of December 31, 2015 total sewer receivables are \$655,855. This balance represents 42 Commercial accounts totaling \$51,422 and 1,131 Residential accounts totaling \$604,433. The chart below has additional detail by category and year.

	Principle Balance	Fees	Interest through 12/31/2015	Total Sewer at 12/31/2015
2006	\$ 222	\$ 24	\$ 393	\$ 639
2007	\$ 240	\$ -	\$ 382	\$ 622
2008	\$ 264	\$ -	\$ 372	\$ 636
2009	\$ 304	\$ 24	\$ 374	\$ 702
2010	\$ 340	\$ 24	\$ 357	\$ 721
2011	\$ 288	\$ -	\$ 251	\$ 539
2012	\$ 340	\$ -	\$ 235	\$ 575
2013	\$ 3,151	\$ -	\$ 617	\$ 3,768
2014	\$ 7,365	\$ -	\$ 1,919	\$ 9,284
2015	\$ 29,849	\$ -	\$ 4,088	\$ 33,937
Commercial	\$ 42,363	\$ 72	\$ 8,988	\$ 51,422
2006	\$ 222	\$ 121	\$ 410	\$ 752
2007	\$ 240	\$ 89	\$ 403	\$ 732
2008	\$ 3,432	\$ 379	\$ 3,429	\$ 7,240
2009	\$ 6,992	\$ 582	\$ 7,887	\$ 15,460
2010	\$ 12,920	\$ 818	\$ 11,472	\$ 25,209
2011	\$ 19,296	\$ 1,295	\$ 13,918	\$ 34,509
2012	\$ 42,500	\$ 2,387	\$ 27,068	\$ 71,955
2013	\$ 71,040	\$ 3,955	\$ 36,935	\$ 111,930
2014	\$ 97,614	\$ 5,918	\$ 36,878	\$ 140,410
2015	\$ 154,148	\$ 9,284	\$ 32,804	\$ 196,236
Residential	\$ 408,404	\$ 24,825	\$ 171,203	\$ 604,433
Total	\$ 450,767	\$ 24,897	\$ 180,191	\$ 655,855

Current Sewer Billing Procedures

- Send bills to Residential Homeowners by October 1 and Commercial Properties by April 1
- Collector of Revenue Office collects payments
- Delinquent notices are mailed by November 30th and May 30th
- Second notices are sent to inform of delinquency and to inform resident that a lien will be filed
- Liens are filed with the Town Clerk

Options

Payment Plans (currently in use)

- Payments will be applied to oldest charges while interest still accrues. Resident never gets "ahead" on account. **If they make substantial payments they will finally get paid off.**
- Time consuming to manage
- No recourse if payments are not made. **I can contact their mortgage company looking for payments.**

Assign delinquencies to Town Constable (currently in use)

- Customer will have to pay Constable fees of 15%
- Time consuming to manage process **We have had quite a few accounts paid off. We are now giving the constables including the new constable Joseph Etter warrants.**

Assign delinquencies to Collection Agency

- May need RFP to secure services
- Customers will have to pay Agency fees
- Customers may not appreciate call/letters (frequency can be determined when signing contract)
- Agencies may report balances to credit bureaus. This is a flag on customer's credit and can affect approvals for credit cards/loans etc. WPCA could decide if this occurs when signing contact with agency. **At present we do not allow American Recovery Group and Rossi Law firm to flag their credits.**
- Additional staff time to reconcile Agency payments **The Collections Agencies to do collect as much as we do over the counter. We are more successful than they are.**

Lien Sale

- May need RFP to secure services
- Payment is received in a lump sum. Usually not 100% of balance due; write-off would be necessary. **At present our lien sales are 100% of what is owed.**
- No control of collection procedures taken by purchaser.
- Loose future interest.

Foreclose on Property

- Customer would be responsible for fees of roughly \$1,500
- Staff/Attorney time to dedicate to this process

Dec-15

Residence

#				Lateral	Base Chg.	Frontage	Total	Annual Payment		Total of 15 Yrs	Total of 15 Yrs
								(15 yrs.@ 6.0%)	(15 yrs.@ 2.6%)		
#64	Front Line	225									
	Rear Line	230									
	Frontage	227	227	\$997	\$1,993	7491	\$10,481	\$1,077	\$831.14	\$16,155	\$12,467.10
#74	Front Line	111.25									
	Rear Line	90									
	Frontage	102.75	102	\$997	\$1,993	3366	\$6,356	\$652	\$504.03	\$9,780	\$7,560.45
#96	Front Line	150									
	Rear Line	150									
	Frontage	150	150	\$997	\$1,993	4950	\$7,940	\$815	\$629.64	\$12,225	\$9,444.60
#139	Front Line	175									
	Rear Line	192.68									
	Frontage	181.8	181	\$997	\$1,993	\$5,973	\$8,963	\$871	\$710.77	\$13,065	\$10,661.55
#152	Front Line	187.19									
	Rear Line	190.08									
	Frontage	188.346	188	\$997	\$1,993	6204	\$9,194	\$944	\$729.08	\$14,160	\$10,936.20
#140	Front Line	186.13									
	Rear Line	184.2									
	Frontage	185.358	185	\$997	\$1,993	6105	\$9,095	\$934	\$721.23	\$14,010	\$10,818.45
#190	Front Line	134.47									
	Rear Line	216.17									
	Frontage	167.15	167	\$997	\$1,993	5511	\$8,501	\$873	\$674.13	\$13,095	\$10,111.95

Frontage	267.002	267	\$1,048	\$2,095	9345	\$12,488	\$1,213	\$18,195	\$990.30	\$14,854.50
Assessment Totals						<u>\$154,802</u>				

Estimate Construction Cost	\$384,803
Sewer Fund Capital Reserve Expenditure	<u>\$230,001</u>

Exhibit E

Shaw, Fred

From: Rabin, Bonnie
Sent: Thursday, January 28, 2016 3:16 PM
To: Shaw, Fred
Subject: Sewer Assessment

Fred:

Having been informed that we will be billing for approx. 20 or so Sewer Assessments, the amount of time to maintain and bill those records is not an easy task time wise for the Collectors office. We now have to manually change the ownership of all sewer users and real estate bills. I have been working on this since almost 300 bills came back with the old owners on them. I'm still getting calls that old owners received the delinquent bills. As of today I'm still making changes. The Sewer Assessments will also have to be kept up with ownership. One collection period would be better than two to maintain, since I would have to only put out one delinquent notice is not paid. If the only way WPCA wants to bill is like our RE bills, one bill with both installments. Billing for those assessments would have to be when I'm not billing taxes.

Bonnie Rabin CCMC
Collector of Revenue
Town of South Windsor
bonnie.rabin@southwindsor.org

1/29/2016