

STAFFORD WATER POLLUTION CONTROL AUTHORITY
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STAFFORD, CT

Regular Meeting: Monday, May 18, 2020
Virtual Meeting with Zoom
5:30 P.M.

2020 MAY 12 PM 12:41

11 pages


TOWN CLERK

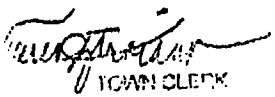
AGENDA:

1. CALL TO ORDER
2. MINUTES OF APRIL 20, 2020
3. CHAIRMAN'S COMMENTS
 - Board Members Comments
4. OLD BUSINESS
 - Rt.190 Pump Station
 - Mixers - Update
 - Filter Effluent Valve Actuator Update
 - Meadow Lane Pump Station Update
 - RT140 Manhole raising/H2S Problem
5. NEW BUSINESS
6. STAFF REPORTS: (Superintendent)
 - On Call Engineering – DPC Woodland Springs Review
 - COVID-19 Safety at the WPCF
7. COLLECTOR OF REVENUE REPORT
 - Review of Department Finances
8. ADJOURNMENT

To join the webinar:
Attendees

Webinar ID 844 9392 8100
Password: 380889
or
Dial 1-301-715-8592

Town of Stafford
Water Pollution Control Authority
Regular Meeting
Monday, April 20, 2020
5:30 p.m.

RECEIVED
STAFFORD, CT *9 pages*
2020 APR 23 PM 1:23

TOWN CLERK

ZOOM Meeting ID 963 6411 2024

Members Present: Chairman Scott Bonett; Paul Burns (entered the meeting at 5:53 pm); Mandy Fisher; Roger Thomas, and Dave Walsh

Also present: Superintendent Richard Hartenstein, Jr.; Jane LaMorte, Business Manager WPCA

Index:

1. Call To Order
2. Minutes of February 10, 2020
3. Chairman's Comments – Board Members Comments
4. Old Business – Rt 190 Pump Station; Mixers – Update Possible Action; Filter Effluent Valve Actuator Update; 2020-2021 Budget and Sewer Rates
5. New Business – Pre-stamped Envelopes
6. Staff Reports (Superintendent) – COVID-19 Safety at the WPCF
7. Collector of Revenue Report – Review of Department Finances; List of Delinquent Users
8. Legal – Foreclosures
9. Adjournment

1. Call To Order

The meeting was called to order at 5:39 p.m. A quorum was established and a roll call was held.

2. Minutes of February 10, 2020

Mr. Walsh moved to accept the minutes of February 10, 2020. Mr. Thomas seconded the motion. Motion carried with a 3-0-1 vote, with Chairman Bonett abstaining.

3. Chairman's Comments

- Board Member Comments

Chairman Bonett thanked everyone for attending the first webinar.

4. Old Business

- Rt 190 Pump Station

Superintendent Hartenstein stated there has been a lot of progress in the last month. The building is in place, along with conduits and valve vaults. Electrical connection will take place in the next week, followed with final grading and paving. Project is on schedule and weekly meeting take place.

Ms. Fisher thanked Superintendent Hartenstein for sending the members the video of the building installation. It was impressive to see and mentioned that when traveling by the job site it was always looked tidy at the end of the day.

Mr. Burns entered the meeting at 5:53 pm

- Mixers Update Possible Action

Energy analysis completed and submitted to Eversource. The energy incentive for the project is \$24,668. The WPCA should see a payback, with the electrical savings, in approximately twenty (20) months. A single Flygt mixer has been in the tank for the last six (6) months and staff has had no issues with it. The price to replace all mixers is \$129,000. **Mr. Burns made a motion to approve \$129,000 to purchase 6 aeration mixers, \$2,500 for engineering services for the installation and \$15,000 for electrical service to complete the installation. Ms. Fisher seconded the motion. Motion carries with a 4-0-1 vote, with Chairman Bonett abstaining.**

- Filter Effluent Valve Actuator Update

The parts have been ordered. There is an 8-12 week lead time. Related to this item, Superintendent Hartenstein indicated that he felt new aeration tank actuators are no longer an immediate need, as he has purchased a number of replacement motors for the existing actuators.

- 2020-2021 Budget and Sewer Rates

Chairman Bonett stated that the WPCA had previously proposed an increase to the sewer rates for fiscal year 2020-2021, and defer the increase to 2021-2022. He suggested that in light of the current situation due to COVID-19, the WPCA keep the rates and budget bottom line the same as the current year. Mr. Burns asked if current operations could be maintained without the increase. Superintendent Hartenstein indicated that this could be accommodated with some budget reallocations and deferment of the aeration tank aerators which hopefully will produce a balanced budget. Mr. Walsh enforced this proposal by agreeing with Mr. Bonett, and stating that a lot of Connecticut towns are holding their budget lines for the upcoming fiscal year and thought it was a good gesture. The other Board members agreed to this action given the challenges and uncertainties that ratepayers have due to the COVID-19 crisis. Mr. Bonett indicated that the next rate increase will likely have to be greater than the rate increase previously proposed for this year.

Mr. Burns made a motion to approve the 2020-2021 budget, as filed in the Town Clerk's Office on March 4, 2019, in the amount of \$1,807,026, with a total operating expenses of \$1,720,977, and an adjustment for uncollected fees in the amount of \$86,049. The sewer rates will remain the same for fiscal year 2020-2021 as fiscal year 2019-2020, as filed in the Town Clerk's Office on March 4, 2019. Mr. Thomas seconded the motion. Motion carries with a 4-0-1 vote, with Chairman Bonett abstaining.

5. New Business

- Pre-Stamped Envelopes

Superintendent thanked the members for their support in purchasing pre-stamped envelopes, to be mailed with the July 2020 billing. The members agreed it was the safer and sensible option due to the current situation surrounding COVID-19. Two thousand envelopes were purchased.

6. Staff Reports (Superintendent)

- COVID-19 Safety at the WPCF

Superintendent Hartenstein stated the initial plan went into effect on March 20, 2020 and has been updated as needed. Measures in effect are as follows:

- Sanitizing all the communal areas such as the locker room, break room and vehicles daily. This will start at 3:15 every day.
- Wipe down steering wheels before and after use.
- The break room is wiped down 3x's a day. After break, lunch and the end of the day.

- The front office is wiped down 3x's a day. After break, lunch and the end of the day.
- Wash hands often, wear PPE, limit public exposure and maintain a distance of 6' from people when possible.
- Have this available if needed - keep a go-bag available with clothes and toiletries.
- Please be prepared personally and professionally for a 14 day isolation period.
- We are working on what our minimal staff levels would be and when/if this would be triggered.
- Masks will be supplied to all employee *must wear if you're within 6' of someone*
- Building is locked no on site money collection
- Bank deposits weekly

7. Collector of Revenue Report

- Review of Department Finances

Total collections for the month of March were \$20,349, and total expenses were \$102,204. The balance of the sewer reserve is \$883,477 and the balance of the sewer fund is \$1,291,179.

- List of Delinquent Users

An updated list on delinquent users was submitted to the Board.

8. Legal

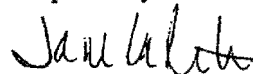
- Foreclosures

Pursuant to the State of Connecticut Executive Order 7S, there will be no foreclosures or tax sales until 30 days after the end of the public health emergency. Discussions will continue then.

9. Adjournment

Mr. Walsh moved to adjourn the meeting at 6:18 p.m. and Mr. Burns seconded the motion. Motion carried with a 4-0-1 vote, with Chairman Bonett abstaining.

Respectfully Submitted,



Jane LaMorte

Recording Secretary

This meeting was held via ZOOM and open to the public for listening. The meeting was recorded and will be available on the Town website.



The Blake Group

Solutions, Products, Experience, Customer Value

4 New Park Road
East Windsor, CT 06088
Phone: 860-243-1491
Fax: 860-289-4762
www.bghusa.com

Date: 5/5/2020

Proposal Number: 29793R3

To: Town of Stafford WPCF
Rick Hartenstein

Project: Meadow Lane P.S. Rehabilitation
Scope: Supply Control Panel @ Startup
Location:
Engineer:

We are pleased to offer you this proposal on the following equipment for the above referenced job

Table with 5 columns: Qty, Item Number, Description, Unit Price, Est. Price. Contains line items for CSI Duplex Control Panel, Sensaphone Cellular dialer, SS Float Bracket, Mechanical Float Switches, Startup & Program Controller, and installation services.

Payment Terms:
Net 30: Equipment on shipment; Startup Labor Month End Progress Bill

Our Standard Terms and Conditions of Sale are Part of this Proposal
This pricing does not include any taxes that may be applicable.
This pricing will remain in effect for 30 Days from proposal date.

TOTAL \$13,608.00

Lead Time: 6 Weeks
Ship Via: Best Way
Freight Terms: Prepay & Add

Please return signed copy of proposal or your signed PO
referenced to this proposal number and date.

Sign & Date:
Print Name:
Title:

Proposal Furnished By:
Bob Klybas
Sales



Solutions for Peak Performance

March 3, 2020

Quote: 29793R2

Rick Hartenstein
Stafford WPCF
Stafford, CT

Re: Meadow Lane Pump Station Upgrade

Dear Rick:

We propose to furnish labor, equipment and materials to upgrade the Meadow Lane Pump Station in the Town of Stafford, CT. Our proposal is as follows:

Scope and Procedure:

- Let force main drain back to wet well, Town to provide vacuum trucks to remove force main volume and bypass station flows.
- Dismantle existing piping and electrical connections within the upper part of the wet well chamber.
- Remove the existing control panel, valves and piping in the wet well.
- Remove the existing concrete top with the help of Town personnel. Town will provide lifting and removal equipment for the concrete top removal.
- Town of Stafford to ensure wet well is clean and flow is bypassed
- Provide new control panel with cellular dialer
- Town electrician to remove existing ATS and install new control panel and conduits as needed.
- Mount new 4 inch base elbows, 1 ½ inch stainless steel guide rails and stainless steel upper guide rail brackets in wet well.
- Connect pump base elbows to force main with 4" sch. 80 PVC piping and fittings
- Provide and install Interior 90 degree 4 inch check valve.
- Provide new 60 inch diameter 12 inch thick concrete top with new 30" x 48" aluminum single leaf 300 psf. load rated hatch with safety net.
- Stainless Steel lifting chains and stainless steel float bracket.
- Once piping is complete work with electrician to hook up pumps and floats
- Test and run station.
- Coordinate work with Town
- Submittals as needed and freight

Equipment and Materials:

- b. Two Homa 4 inch autocouplings
- c. Two Stainless Steel upper guide rail brackets
- d. Four 1 ½" stainless steel guide rail pipes
- e. Two sets of stainless steel pump lifting chains
- f. 4 inch sch. 80 PVC pipe with Van Stone fittings
- g. Two 4 inch 90 degree CI check valves
- h. Two 4 inch PVC True union ball valves
- i. Van Stone fittings with nuts, bolts and gaskets
- j. Stainless steel unistrut and misc. anchors as needed
- k. **One Duplex Control Panel** – 230 volt, 3Ø, from CSI
The panel will be outdoor mount with a dead front and swing panel. H-O-A switches and pump running indicator lights will be provided. **Pump Control panel to be identical to the Stafford High School panel. Cellular dialer to be provided with first year of service included with Verizon**

Town to supply Homa Go Switches for mounting in new panel

Control Panel Services Scope of Supply

- Design, Panel Assembly Drawings, Electrical Schematics,
- Factory Testing
- Start-up and Field Testing
- Manuals
- Fabrication of control panel
- Installation supervision
- Factory Testing
- Drawings (panel assembly and electrical schematic)

Control Panel Not Included

- Field wiring, conduit, wireway, or associated appurtenances – Town electrician to perform this task
- I/O terminations or field wiring – Town electrician to perform this task

NOTES AND EXCLUSIONS:

- a. Panel will operate on transducer with two backup floats
- b. No earth work, excavation or unloading of concrete or equipment is included.

- c. Blake will assist the Town in removing the existing pump station concrete top with the existing control panel located in side. Town to dispose of this material and equipment.
- d. Pump Station electrical work is not included, which includes conduit, junction boxes, wire etc. and mounting of control panel. Excavation for conduits etc. is by others.
- e. Town will be responsible for bypassing flows to the station.
- f. Any onsite concrete pads by others.
- g. Equipment for setting concrete top should be provided by concrete vendor.
- h. Any items not expressly mentioned above are not included in this proposal.
- i. Submittals are included

STARTUP SERVICE: Included

TAXES: Not Included

FREIGHT: FOB Jobsite

DELIVERY: 4 - 6 weeks

SHOP DRAWINGS: 3 Weeks

TERMS: NET 30

PRICE: \$33,744.00

WEIGHT: TBD

We sincerely hope that this quotation meets with your approval. Please feel free to call me at 860-982-5591 if you have any questions.

Very truly yours,

Bob Klybas
Civil Plumbing Engineer
Blake Equipment.
6 New Park Road
East Windsor, CT 06088
Bob.klybas@blakeequip.com
P: 860.982-5591

The Blake Equipment Company, Inc. ("Company") offers to furnish the equipment described herein for the purchase price noted, exclusive of all taxes. Prices quoted are firm for 30 days from the date of Quotation but are subject to adjustment. Standard payment terms are Net Thirty (30) Days. This Quotation is subject to withdrawal at any time without notice and any contract resulting from the Quotation is subject to the acceptance by the Company at East Windsor, Connecticut. The material and labor in the above Quotation will be covered by a one

Account Range: 25-340-0000 to 25-340-9999 Skip Zero YTD Activity: Yes Include Cap Accounts: Yes As of: 05/12/20
NOTE: This report excludes Non-Budget Accounts.

Account Description	%Exp	Adopted	Amended	Transfers	Modified	Expended or Reimbursed YTD	Encumber YTD	Paid or Charged YTD	Balance
SAL:OPERATIONAL	86	418,883.00	0.00	0.00	418,883.00	361,959.93	0.00	361,959.93	56,923.07
SAL:OVERTIME	111	13,000.00	0.00	0.00	13,000.00	14,371.44	0.00	14,371.44	1,371.44-
SAL:OVERTIME CALL INS	0	8,000.00	0.00	0.00	8,000.00	0.00	0.00	0.00	8,000.00
SAL:OVERTIME ON CALL	100	5,400.00	0.00	0.00	5,400.00	5,397.00	0.00	5,397.00	3.00
FEES:RECORDING SECRETARY	62	1,200.00	0.00	0.00	1,200.00	750.00	0.00	750.00	450.00
UNIFORM ALLOWANCE	38	3,200.00	0.00	0.00	3,200.00	1,210.09	0.00	1,210.09	1,989.91
FICA/MEDICARE-EMPLOYER	49	34,000.00	0.00	0.00	34,000.00	16,518.45	0.00	16,518.45	17,481.55
WORKMEN'S COMPENSATION	100	19,300.00	0.00	0.00	19,300.00	19,300.00	0.00	19,300.00	0.00
GROUP HEALTH & LIFE	81	110,000.00	0.00	0.00	110,000.00	89,392.37	410.31-	88,982.06	21,017.94
EMPLOYEE RETIREMENT PLAN	100	77,200.00	0.00	0.00	77,200.00	77,106.00	0.00	77,106.00	94.00
GENERAL LIABILITY POLICY	101	36,257.00	0.00	0.00	36,257.00	36,668.01	0.00	36,668.01	411.01-
POSTAGE	0	2,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00
LEGAL/PUBLIC NOTICES	47	4,750.00	0.00	0.00	4,750.00	2,226.18	0.00	2,226.18	2,523.82
LEGAL SERVICES	32	4,600.00	0.00	0.00	4,600.00	1,449.50	0.00	1,449.50	3,150.50
ENGINEERING CONSULTANT	0	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
CONT SERV-OFFICE MACHINE	99	20,000.00	0.00	0.00	20,000.00	18,554.39	1,300.00	19,854.39	145.61
REPAIRS & MAINT:VEHICLES	71	15,000.00	0.00	0.00	15,000.00	10,610.79	0.00	10,610.79	4,389.21
REPAIR & MAINT:WPCF	67	107,500.00	0.00	0.00	107,500.00	50,552.86	21,500.00	72,052.86	35,447.14
CONTINUING EDUCATION	70	3,500.00	0.00	0.00	3,500.00	2,437.86	0.00	2,437.86	1,062.14
TEST:HEAVY METALS & TOXI	90	20,000.00	0.00	0.00	20,000.00	18,080.82	0.00	18,080.82	1,919.18
DRUG/ALCOHOL TESTS/MISC	0	637.00	0.00	0.00	637.00	0.00	0.00	0.00	637.00
UTILITIES:ELECTRICITY	50	120,000.00	0.00	0.00	120,000.00	60,279.74	0.00	60,279.74	59,720.26
UTILITIES:WATER	70	1,200.00	0.00	0.00	1,200.00	836.01	0.00	836.01	363.99
UTILITIES:HEAT	89	21,600.00	0.00	0.00	21,600.00	19,273.92	0.00	19,273.92	2,326.08
UTILITIES:DIESEL FOR GENERATORS	0	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00
DISPOSAL OF SLUDGE	90	115,200.00	0.00	0.00	115,200.00	104,144.32	0.00	104,144.32	11,055.68
TELEPHONE	76	10,000.00	0.00	0.00	10,000.00	7,602.21	0.00	7,602.21	2,397.79
INSURANCE BONDING	0	200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00
OFFICE SUPPLIES	33	4,300.00	0.00	0.00	4,300.00	1,404.73	0.00	1,404.73	2,895.27
LAB:SUPPLIES & MATERIALS	69	10,000.00	0.00	0.00	10,000.00	6,878.96	0.00	6,878.96	3,121.04
CHEMICALS/CHLORINE.ETC	59	31,300.00	0.00	0.00	31,300.00	18,485.26	0.00	18,485.26	12,814.74
EQUIPMENT & SUPPLIES	63	5,000.00	0.00	0.00	5,000.00	3,160.17	0.00	3,160.17	1,839.83
VEHICLE-GAS & OIL	27	15,000.00	0.00	0.00	15,000.00	4,000.00	0.00	4,000.00	11,000.00
SEWER LINE SYSTEM MAINT	75	50,000.00	0.00	0.00	50,000.00	37,445.44	0.00	37,445.44	12,554.56
PUMP STATIONS	24	30,000.00	0.00	0.00	30,000.00	2,250.00	5,000.00	7,250.00	22,750.00
STATE INSP /PERMIT FEES	14	17,500.00	0.00	0.00	17,500.00	2,367.50	0.00	2,367.50	15,132.50

TOWN OF STAFFORD
2020 Summary Expenditure Status with Account Description

Account Description	%Exp	Adopted	Amended	Transfers	Modified	Expended or Reimbursed YTD	Encumber YTD	Paid or Charged YTD	Balance
CAP - SPEC REV COMP FUND	0	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
CAP - PUMP STATIONS	0	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00
CAP - LINE MAINT	0	55,000.00	0.00	0.00	55,000.00	0.00	0.00	0.00	55,000.00
CAP - EQUIPMENT	70	275,000.00	0.00	0.00	275,000.00	14,046.67	177,939.00	191,985.67	83,014.33
VEHICLE REPLACEMENT	0	35,000.00	0.00	0.00	35,000.00	0.00	0.00	0.00	35,000.00
RENTAL:SEWER PIPE-RR	0	2,250.00	0.00	0.00	2,250.00	0.00	0.00	0.00	2,250.00
ADJUSTMENT FOR UNCOLLECTED FEES	0	86,049.00	0.00	0.00	86,049.00	0.00	0.00	0.00	86,049.00
Fund: 25 SEWER FUND Total	67	1,807,026.00	0.00	0.00	1,807,026.00	1,008,760.62	205,328.69	1,214,089.31	592,936.69
Final Total	67	1,807,026.00	0.00	0.00	1,807,026.00	1,008,760.62	205,328.69	1,214,089.31	592,936.69

	INT/LIEN	BACK TAXES	TOT BACK FEES
Jul-19	\$ 3,829.82	\$ 26,444.89	\$ 30,274.71
Aug-19	3,601.35	5,691.35	\$ 9,292.70
Sep-19	3,070.59	5,461.43	\$ 8,532.02
Oct-19	5,512.97	9,629.76	\$ 15,142.73
Nov-19	4,887.01	8,582.22	\$ 13,469.23
Dec-19	4,630.07	8,996.46	\$ 13,626.53
Jan-20	6,115.13	8,906.25	\$ 15,021.38
Feb-20	2,342.99	2,409.26	\$ 4,752.25
Mar-20	3,561.94	4,073.87	\$ 7,635.81
Apr-20	2,634.69	1,582.04	\$ 4,216.73
May-20			
Jun-20			
	\$ 40,186.56	\$ 81,777.53	\$ 121,964.09