

## STAFFORD WATER POLLUTION CONTROL AUTHORITY

Special Meeting  
Veteran's Meeting Room  
Monday, August 31, 2009

Members Present:

Paul Burns  
Francis Finch  
Doug Fassett  
Doug Minich  
Herman Perlot  
James Tantillo  
B. Allen Warren  
Michael Waugh

Members Absent:

Earl Avery

Also present were Steve Seigal and Paul Gilbert, CDM; Acting Chief Operator Brian Tautic and Pete Williams of the Town of Ellington.

### **1. CALL TO ORDER**

The meeting was called to order by Chairman Waugh at 5:30 P.M. A quorum was established.

### **2. INDUSTRIAL DISCHARGE EVALUATION AND SURCHARGE DEVELOPMENT UPDATE**

Chairman Waugh read the letter that was sent to Cuno (3M) on August 26, 2009, which stated that a response was necessary as soon as possible concerning the excessive discharge of fibers by Cuno into the Town of Stafford's collection system. (See Letter Attached)

### **3. FACILITY PLAN UPGRADE – MONTHLY PROGRESS MEETING**

Mr. Gilbert and Mr. Seigal discussed matters relating to the Upgrade, there was a Pre-Construction meeting held on June 19, 2009 where it was discussed that there would be ARRA and Davis Bacon Act regulations that would need to be followed. These new regulations were not included in the bid received by the contractor and the new regulation states that the contractor must certify that all equipment is made in the USA.

It was recommended at a prior meeting with CHN, CDM, RD and WPCA Officials that a part time person be hired to do compliance issues associated with ARRA to ensure that there are no penalty issues at a later date. CHN and CDM will track costs concerning these issues. CHN would submit a change order for this labor expense (See Change Order No. 6 Attached) and CDM to draft an amendment for their costs managing ARRA requirements (See Amendment No. 3 Attached)

In order to be in compliance with ARRA requirements, all vendor certifications and certifications of prevailing wage must be approved by CHN and CDM. The total approximate cost for engineering services and contractor fees related to fulfilling these requirements in Change Order and Amendment No. 3 is \$110,000.

Also included in Amendment No. 3 is additional engineering services needed for any changes of equipment that does not qualify under the ARRA regulations. The fee is a cost plus fixed fee with an upper limit of \$60,000.

Possible change orders relating to the upgrading of blowers, filter operation, anthracite media replacement, replacement of air control valves, men's locker room urinal, painting, etc. Mr. Fassett recommended that the WPCA be careful of project enhancements until the Board has a good idea on what kind of price the change orders will amount to.

***Mr. Perlot made a motion to accept Change Order No. 6 and Amendment No. 3 as presented. Mr. Fassett seconded the motion. Motion carries unanimously.***

Chairman Waugh stated that the first Construction meeting is Wednesday, September 2, 2009 at 8:00 in the Veteran's Room and anyone may attend. He also handed out flyers for the official groundbreaking for the project. It will be held on Thursday, September 24, 2009 at 10:00 at the treatment plant.

#### **4. OPERATIONS & MAINTENANCE ASSESSMENT**

***Mr. Minich made a motion to adjourn into executive session to discuss employee issues at the end of the meeting. Mr. Fassett seconded the motion. Motion carries unanimously.***

Mr. Gilbert discussed the O&M Report by stating the particular items that were assessed. The budgeting, purchase orders, daily maintenance routine, monthly reports, personnel contracts, staffing, solids disposal, pump stations and CDM's recommendations for solutions to these issues.

Mr. Gilbert went over the highlights of his findings and stated that maintenance would be very important due to the new equipment, wasting and filters will be assessed, lab procedures, staffing review, sludge, follow-up with the NOV, employees to become certified, job descriptions developed, duties to be rotated so that all staff is trained, and a 5-year forecast during budget phase. Mr. Gilbert stated a proposal would be submitted to implement these recommendations.

Mr. Minich inquired about a CMMS software package and could the package be used in other departments of the Town for fleet maintenance. Mr. Gilbert would get back to Mr. Minich.

#### **5. MINUTES OF AUGUST 3, 2009**

Ms. LaMorte stated there was a typo on page one under Item 3, Facility Plan Upgrade – Monthly Progress Meeting. The Construction meetings are to take place on the first WEDNESDAY of the month at 8:00 a.m.

***Mr. Perlot made a motion to accept the minutes of August 3, 2009 as corrected. Mr. Burns seconded the motion. Motion carries unanimously.***

## **6. ACTING CHIEF OPERATOR'S REPORT**

Mr. Tautic stated that 2 bids had been received for submersible pump rail replacement at Orcuttville pump station and is waiting for one more plus references for all bids to be checked.

## **7. REVIEW OF DEPARTMENT EXPENDITURES**

A detailed sheet was distributed to all members. There was a question regarding the metal detector purchase and it was a replacement of one that no longer works. The Orcuttville Road pump station for electricity is much higher than the others due to its flow. The pump stations are also being assessed in the O&M.

## **8. OLD BUSINESS**

- *Local Employment Use For Upgrade*

Mr. Warren questioned whether there would be any bidding opportunities for local contractors. Mr. Gilbert stated this has been addressed with CHN and they were to supply compliance papers for ARRA requirements to local contractors. Also, any additional laborers that are needed, CHN would request that Stafford residents be requested from the union hall. Mr. Gilbert and Mr. Seigal stated they would follow up on this.

- *JMH*

It was stated that Johnson Memorial Hospital is expected to resolve their bankruptcy issues sometime this fall, but there is still a great need to assist the hospital to extend the sanitary sewer to their property.

## **9. NEW BUSINESS**

- *Industrial Cost Recovery*

Ms. LaMorte stated that the auditors were going through the open accounts for the WPCA and found that there is an old Industrial Cost Recovery account open and inactive. It was suggested that since there is no more activity that this account be closed and the money turned over to the Town's General Fund.

***Mr. Minich made a motion to close the Industrial Cost Recovery account in the amount of \$3,903.85 plus interest and that the money is turned over to the Town's General Fund. Mr. Perlot seconded the motion. Motion carries unanimously.***

Mr. Tantillo suggested that if any other large items were to be mailed out to the members that they be notified and those that could would stop by the Town Hall to pick them up to save on postage.

***Mr. Burns made a motion to take a short recess. Mr. Warren Seconded the motion. Motion carries unanimously.***

***Mr. Minich made a motion to enter into executive session at 7:15 p.m. Mr. Tantillo seconded the motion. Motion carries unanimously.***

***Mr. Minich made a motion to enter back in regular session at 7:55 p.m. Mr. Fassett seconded the motion. Motion carries unanimously.***

It was recommended by the Board to hire an attorney who specializes in Town/WPCA Ordinances and procedures to determine the authority and control of the Board over day to day operations and personnel.

## **10. ADJOURNMENT**

***Mr. Burns made a motion to adjourn at 8:03 P.M. Mr. Minich seconded the motion. Meeting adjourned.***

Respectfully Submitted:

Jane LaMorte  
Office Manager WPCA