

**MINUTES OF THE TOWN OF CHESHIRE WATER POLLUTION CONTROL  
AUTHORITY REGULAR MEETING HELD ON WEDNESDAY, DECEMBER 16, 2015  
AT 7:30 IN COUNCIL CHAMBERS, TOWN HALL, 85 SOUTH MAIN STREET,  
CHESHIRE CT 06410.**

Present

Tim Pelton, Chairman; John Perrotti, Vice Chairman; Steve Carroll, Ken Cianci, Mark Kasinskas, Tom Scannell, Matthew Bowman  
Staff: Walter Gancarz, Town Engineer  
Guest: Don Chelton, AECOM

**PLEDGE OF ALLEGIANCE**

The Group Pledged Allegiance to the Flag.

**ROLL CALL**

The clerk called the roll and a quorum was determined to be present.

Chairman Pelton read the emergency evacuation notice.

**1. PUBLIC COMMUNICATIONS**

**2. APPLICATIONS**

**3. PROJECTS**

**a. AECOM invoice #37667078 dated 12/4/15 in the amount of \$71,926.21.**

MOTION by Mr. Scannell; seconded by Mr. Cianci.

MOVED that the WPCA approve invoice #37667078 dated 12/4/15 in the amount of \$71,926.21.

Discussion

Mr. Gancarz recommended the invoice for approval.

VOTE           The motion passed unanimously by those present.

**b. Carlin Contracting Co. pay estimate #25 dated 11/30/15 in the amount of \$402,858.27.**

MOTION by Mr. Perrotti; seconded by Mr. Bowman.

MOVED to approve Carlin Contracting Co. pay estimate #25 dated 11/30/15 in the amount of \$402,858.27.

Discussion

Mr. Gancarz recommended the invoice for payment.

VOTE           The motion passed unanimously by those present.

**4. Superintendent's Report.**

Mr. Gancarz informed the Authority members that Supt. Dievert had knee replacement surgery on December 4<sup>th</sup>, is doing well with therapy and will hopefully be back after the first of the year.

Mr. Gancarz noted there are a few punchlist items left to complete. Mr. Gancarz noted the SCADA is dragging along and needs to be completely taken care of. Mr. Scannell asked when the sign would be taken down. Mr. Gancarz said he would check with DEP and see if they are agreeable to removing the sign.

**5. Town Engineer's Report.**

Mr. Gancarz reviewed the budget for the Authority and reported a credit has been given by AECOM in the amount of \$14,737.00 for the cost of the stop logs size revision. Mr. Chelton addressed the Authority and noted the only reason the credit was given was because of the long term relationship with the Town and good will. Mr. Chelton noted he hopes to receive the owner's manual in February.

**6. New Business**

**a. No letter was received from Chesprocott this month.**

**b. Release of Caveats**

MOTION by Mr. Pelton for the Authority to accept the Release of Caveats directed to the Town of Cheshire on Document No. 6607464V1 effective this date, December 16, 2015; seconded by Mr. Bowman.

Discussion

Mr. Gancarz recommended the Release of Caveats be accepted.

VOTE           The motion passed unanimously by those present.

**7. Old Business**

**a. CCI Claims Commission**

Mr. Gancarz informed the Authority members he testified before the Claims Commission at the December 14<sup>th</sup> hearing. The case was continued to January 5, 2016 when the State will present their case. Mr. Gancarz noted a rebate of \$205,000 was received from Northeast Utilities, given to the Finance Department and appropriated into the General Fund at the last Town Council meeting.

**b. Approval of Minutes, November 18, 2015.**

MOTION by Mr. Pelton; seconded by Mr. Scannell.

MOVED to approve the minutes of the regular meeting of November 18, 2015 as amended.

VOTE The motion passed with one abstention by Mr. Bowman.

**8. ADJOURNMENT**

MOTION by Mr. Bowman; seconded by Mr. Scannell.

MOVED to adjourn the meeting at 8:06 p.m.

VOTE The motion passed unanimously by those present.

Attest:

---

Karen M. Gill, Clerk

**AMENDED MINUTES OF THE TOWN OF CHESHIRE WATER POLLUTION CONTROL AUTHORITY REGULAR MEETING HELD ON WEDNESDAY, NOVEMBER 18, 2015 AT 7:30 IN COUNCIL CHAMBERS, TOWN HALL, 85 SOUTH MAIN STREET, CHESHIRE CT 06410.**

Present

Tim Pelton, Chairman; John Perrotti, Vice Chairman; Steve Carroll, Ken Cianci, Mark Kasinskas, Tom Scannell. Absent: Matthew Bowman

Staff: Walter Gancarz, Town Engineer

Guest: Don Chelton, AECOM

**PLEDGE OF ALLEGIANCE**

The Group Pledged Allegiance to the Flag

**ROLL CALL**

The clerk called the roll and a quorum was determined to be present.

Chairman ~~Perrotti~~ Pelton read the emergency evacuation notice.

**PUBLIC HEARING - SUBJECT MATTER  
PROPOSED SEWER USE FEE FOR 2015**

There were no members of the public present for the public hearing.

The clerk read the notice of public hearing for the record. A copy of the notice is attached to these minutes.

Town Engineer Gancarz distributed copies of the revised sewer rate analysis, with inclusion of 11 months of flows for the correctional facility and pro-rated full year flows for 12 months. October flows from the prison are lower than last year. The commercial rate is based on actual water records so the numbers are accurate; residential numbers may vary a little but are almost accurate; senior citizens qualify for a reduced/frozen rate.

Analysis - increase of \$5.00 from \$380.00 to \$385.00 results in a revenue surplus of \$19,943.06; keeping the rate at \$380.00 results in a revenue shortfall of \$22,242.53. The shortfall would have to be made up out of the reserve account.

There were no questions or comments.

Chairman Pelton closed the public hearing at 7:36 p.m.

**REGULAR MONTHLY MEETING**

Roll call remained the same; a quorum was present.

**1. PUBLIC COMMUNICATIONS**

**2. APPLICATIONS**

**3. PROJECTS**

**a. AECOM invoice #37650986 dated 11/4/15 in the amount of \$110,010.85.**

MOTION by Mr. Scannell; seconded by Mr. Perrotti.

MOVED that the WPCA approve invoice #37650986 dated 11/4/15 in the amount of \$110,010.65.

Discussion

Mr. Gancarz recommended the invoice for approval for work completed through October.

VOTE           The motion passed unanimously by those present.

**b. Carlin Contracting Co. pay estimate #24 dated 10/31/15 in the amount of \$276,049.65.**

MOTION by Mr. Perrotti; seconded by Mr. Scannell.

MOVED to approve Carlin Contracting Co. pay estimate #24 dated 10/31/15 in the amount of \$276,049.65.

Discussion

Mr. Gancarz recommended the invoice for payment. He noted the amount is decreasing because the work being done the on site are electricians, I.T. people, and there is no major equipment left to be installed.

VOTE           The motion passed unanimously by those present.

**c. Carlin Contracting Co. change order #21 in the amount of \$21,781.81.**

MOTION by Mr. Scannell; seconded by Mr. Cianci.

MOVED to approve Carlin Contracting Co. change order #21 in the amount of \$21,781.81.

Discussion

Mr. Gancarz recommended the invoice for payment. He cited some of the items in the change order dealing with piping, modifications to the Digester, Influent Pump Station.

VOTE           The motion passed unanimously by those present.

**d.     Contingency status as of 11/11/15.**

The total estimated contingency is \$70,347.80; backup information shows the cost break-outs; the last page of the report shows items of potential change orders without costs submitted to date. Mr. Gancarz is hopeful some of these will disappear. At the meeting with the contractor this week it was stated there is little left for change orders, and the items are those picked up by AECOM as potential change orders. There are less and less change orders at this step of construction.

Mr. Gancarz reported on discussions with AECOM about the November 18th completion date. The substantial completion will be achieved; what is left is tying loops with the SKATER system; UV system is operational; Digester system will be finished soon; and it is expected people will be on site through the end of December for contingency list items. AECOM has expressed concerns about staffing and the impact on their fee structure. This will be discussed with AECOM.

According to Mr. Gancarz we are looking to reduce the resident engineer to a part time basis in December. Supt. Dievert is comfortable with doing the start up of equipment without professionals on site to witness it.

Mr. Chelton stated AECOM prepared a projected cost to complete in June 2015, based on their being off site as of November 18th. The projection was \$120,000, and this is equal to the money spent on PCBs. Now, the punch list items need to be finished up; there will be extended services on site; AECOM will go back and update the projections, and re-tally the sheet. He will have a report for the December meeting.

A question was raised by Chairman Pelton about AECOM inspections and things coming on line, and all being done on a one day schedule.

This has been discussed and Mr. Chelton replied that to the extent this can be done...it will be done. He said AECOM's design center is in Chelmsford, Massachusetts, and the sub-contractor who will provide the electrical design and inspections is out of the Boston MA office.

Mr. Gancarz stated Carlin should be out at the end of the year, and there are only 8 or 9 vehicles on site now, and trailers are gone.

With the Declaration of Substantial Completion, Mr. Chelton said AECOM must release Carlin's retainage. The firm will be holding monies for work not yet completed as well as punch list items. There will still be financial resources until the order is completed. He does not expect to have issues with anything left to be completed and things are fine tuned.

It was noted by Chairman Pelton that there is a finite amount of money in the pot and then it is gone.

#### **4. Superintendent's Report.**

Mr. Gancarz informed the Authority members that Supt. Dievert will have knee replacement surgery on December 4th followed by a 6 week recuperation period, and second knee replacement thereafter. Supt. Dievert will be able to handle some things from home, and be on site when he is physically able.

A progress meeting was held on November 17th. Supt. Dievert is ordering chemicals; December 6th or 7th a crew will be on site to start up the phosphorous control unit; the Digesters will be filled sometime in December; screening at the Influent Pump Station had some problems which are resolved; overall things are going well; the site looks good; there will be continuance of tying in items on the SKATER system in order to be full integrated. It is expected the contractor will be gone by the end of December.

#### **5. Town Engineer's Report.**

Mr. Gancarz reported on the Marbridge Home, West Main Street, which was approved by the Authority, with an increase from 25 to 50 beds. The facility acquired some additional land, changed the layout of the building, but the number of beds remains at 50. There is a minor change to their sewer connections to the street. This warrants a separate application, but Mr. Gancarz said it is two manholes, is a minor issue, and he will discuss it with Supt. Dievert. He does not see an issue with this change.

An article of interest in *The Meriden Record Journal* was raised by Mr. Chelton regarding PCBs. The article states that Sen. Murphy wrote to the federal government EPA about PCBs, particularly related to schools and communities dealing with the cost of PCBs. He suggested this is something the WPCA should consider and contact the EPA about Cheshire's costs.

#### **6. New Business**

**a. No letter was received from Chesprocott this month.**

**b. CCI Claims Commission**

Mr. Gancarz informed the Authority members that the date for the Claims Commission hearing is December 14th. Town officials have met with counsel, and will meet again a week before the hearing to review Cheshire's presentation. There have been some exchanges; Rep. Fritz reached out on Cheshire's behalf for prior negotiations; Town Manager Milone received a letter from the DOC Commissioner stating DOC has overpaid Cheshire.

**c. Proposed Meeting Dates for 2016.**

MOTION by Mr. Pelton; seconded by Mr. Scannell.

MOVED that the WPCA approve the meeting dates for 2016 as follows:

January 27, February 24, March 23, April 27, May 25, June 22, July 27, August 24, September 28, October 26, November 16, December 28, January 25, 2017.

Discussion

Following a brief discussion on the proposed dates, the Authority members changed the December 2016 date to **December 21, 2016.**

Mr. Pelton and Mr. Scannell agreed to the amendment to the motion, and the amended motion reads as follows:

MOVED that the WPCA approve the meeting dates for 2016 as follows:

January 27, February 24, March 23, April 27, May 25, June 22, July 27, August 24, September 28, October 26, November 16, December 21, January 25, 2017.

VOTE The amended motion passed unanimously by those present.

**7. Old Business**

**a. Proposed Sewer Use Fee for 2016.**

MOTION by Mr. Pelton; seconded by Mr. Carroll.

MOVED that the WPCA approves keeping the sewer use fee for 2016 at \$380.00

Discussion



Mr. Pelton believes that \$380 holds the line. Based on projections the deficit would be \$22,242.53, which could be handled by funds out of the reserve fund. There could also be potential savings (or overages) when the new system goes on line.

Mr. Gancarz stated the reserve account balance is \$671,000.

With a reserve account of \$671,000, Mr. Carroll favors keeping the sewer use fee at \$380.

It was stated by Mr. Pelton that the Town has just come off a \$32 million plant renovation; the PCB tab for the plant was an unanticipated \$600,000; and through keen fiscal management over a two year period, the project is on time and on budget. Knowing we are going into an operational year with a potential shortfall of \$22,000, Mr. Pelton questioned applying the same attention to detail and try and reduce the deficit to zero, and/or have a surplus. He would prefer to reduce the deficit.

Mr. Perrotti favors increasing the fee to \$385, and having a reserve to insure the right equipment can take care of the plant.

It was pointed out by Mr. Gancarz that the second belt filter press was deferred due to the shortage in the contingency, and the first press is out for rehab, due to be returned on January 4th. As far as what the Council chooses to do with the \$205,000 energy rebate...that is their decision. If there is a resolution to the CCI matter in the Town's favor, this revenue could come to the WPCA.

Over the last five years the reserve fund was drawn down, is now stabilized, and Mr. Gancarz said the last year had a surplus of about \$9,000 which was put back into the account.

Mr. Carroll commented on the reserve fund being steady over the last five years, after a draw down at some point.

Until we get a year of plant operation in place, Mr. Perrotti recommends going to \$385 for the sewer use fee, and then holding it steady for four years.

In his analysis, Mr. Gancarz noted that \$382.50 balances the account, and he does support the \$385 fee. With starting a new operation, there will be some pluses and minuses; some chemicals must be purchased and some do not; there are energy efficiencies by new equipment, pumps, controls, and the UV system requires lots of power to operate. He explained that the Council was told a few years ago it would take a few years before good numbers are there for some items, i.e. chemical, electrical usage. In its operating budget, the Council projected keeping the fee at \$380.

A comment was made by Mr. Carroll about some good will to be made by holding the line at \$380 for 2016.

Mr. Perrotti suggested a fee of \$383.

Following a brief discussion the WPCA consensus was proposing a \$383 sewer use fee for 2016.

The motion on the floor was amended to state as follows:

MOTION by Mr. Pelton; seconded by Mr. Carroll.

MOVED that the WPCA approves \$383.00 as the sewer use fee for 2016.

VOTE           The amended motion passed unanimously by those present.

Mr. Gancarz will run an analysis at the rate of \$383 for submission at the December meeting. He will also have a full year report of CCI Flows.

**b. Commissioner's appointments for upcoming term.**

Chairman Pelton and Commissioner Cianci have terms up for reappointment in January 2016.

Mr. Pelton stated he will not be renewing his term on the WPCA. He has served for 28 years as of April 2016, with a short hiatus in 2007. He stated with great pride that the WPCA is the most "a-political body in Cheshire", that it has never voted on party alliance, but on what is best for the Town and Cheshire citizens. Mr. Pelton will remain on the WPCA until his replacement is appointed. He thanked WPCA members for their time together and will revisit at meetings.

Mr. Cianci said he will be up for reappointment to the WPCA.

The WPCA will elect a new Chairman at the December meeting.

Bardon Court Caveats - Mr. Gancarz reported the attorneys provided the release of caveats for the properties. There were 2 or 3 questions involved regarding listing by lot numbers, abutting Mountain Road...and he will have a report in December.

**c. Approval of Minutes, October 28, 2015.**

MOTION by Mr. Scannell; seconded by Mr. Kasinskas.

MOVED to approve the minutes of the regular meeting of October 28, 2015 subject to corrections, additions, deletions.

VOTE           The motion passed 4-0-2; Cianci and Pelton abstained.

Cell Tower at Treatment Plant Site - this is estimated to be a 90 day project, with 4-6 weeks for the foundation, and 6 weeks for the tower. An excavator is on site; silt fence has been installed; during construction everyone on the cell tower has their own emergency generator. The Town Fire and Police Departments will have repeating equipment tied in down there, into the unit at the Administration Building, through a sleeve between the driveway and into the system. This will be a minor draw of power. AT&T and Verizon will be on the cell tower.

**8.     ADJOURMENT**

MOTION by Mr. Perrotti; seconded by Mr. Scannell.

MOVED to adjourn the meeting at 8:15 p.m.

VOTE           The motion passed unanimously by those present.

Attest:

---

Marilyn W. Milton, Clerk