



**Approved
Town of Ridgefield
Water Pollution Control Authority**

**WPCA Special Meeting
March 29, 2017 7:00 p.m.
66 Prospect Street
Ridgefield, Connecticut 06877**

WPCA Present: Amy Siebert, Gary Zawacki, Ron Hill, Rudy Marconi
Kevin Briody arrived 7:30 p.m.
Suez: Jason O'Brien, Jeff Pennell, Michael Burke
AECOM: Don Chelton, Jon Pearson

These are not verbatim minutes of the proceeding but identification of general items and specific actions undertaken.

1. New Business

- a. **Motion to approve minutes from January 26, 2017 by Mr. Zawacki, seconded by Mr. Marconi. Motion carried 4-0-1 (Mr. Briody absent).**
- b. **Motion to authorize Ms. Amy Siebert to provide information and execute documents with the DEEP for the Clean Water Fund grant as may be required by the State or Federal Government in connection with the contracts and to execute any amendments, rescissions, and revisions by Mr. Zawacki, seconded by Mr. Marconi, passing 4-0-1 (Mr. Briody absent).**

2. Old Business

3. AECOM Report

a. Facilities Plan Update

- i. **i. Clean Water Fund 55% Percent Planning Grant.** The DEEP forwarded a new Clean Water Fund Agreement and tax questionnaire for the 55% planning grant (\$429,400) for the Phase 2 Wastewater Facilities Plan to the WPCA. Ms. Van Ness is coordinating the completion of these documents and the updated Incumbency Certificate and Authorizing Representative Certificate. Ms. Siebert will sign the completed forms as the WPCA authorized representative and they will be returned to the DEEP for final review and execution. Once the Agreement is executed, payment requests can be submitted for reimbursement.

ii. Phase 2 Wastewater Facilities Plan. Mr. Pearson discussed the recommendations of the draft Phase 2 Facilities Plan. The next step is to submit the draft report to the DEEP for review.

1. **Motion to accept the Draft Report to the Town of Ridgefield, Connecticut on the Phase 2 Wastewater Facilities Plan February 2017 submitted by AECOM to submit to the DEEP for approval by Mr. Marconi seconded by Mr. Zawacki, passing 4-0 (Mr. Briody absent).**

- ii. Mr. Pearson then discussed the process of getting the Facilities Plan approved, and noted that the DEEP requires the Town to hold a Public Hearing before DEEP can approve the Facilities Plan and authorize the commencement of design. There was discussion about engaging a rate consultant now that planning level costs are available to look at how the WPCA will fund the WWTF Upgrade project.

iii.

1. **Motion to have the Public Hearing to discuss the Draft Phase 2 Wastewater Facilities Plan on May 3, 2017 at 7:00 p.m., Town Hall Annex, 66 Prospect Street, lower level conference room by Mr. Marconi, seconded by Mr. Zawacki, passing 5-0.**
2. **The WPCA discussed a workshop to prepare for the Public Hearing tentatively scheduled for April 17 or 18, 2017 at 5:00 p.m. Will confirm.**

Mr. Pearson noted that AECOM is preparing an estimate of the design engineering effort to allow the WPCA to plan the upcoming financial expenditure for design.

AECOM presented Phase 2 Wastewater Facilities Plan Budget Update and Amendment Request. Mr. Pearson distributed copies and reviewed AECOM's March 15, 2017 letter on the project budget status. As a result of additional efforts during the preparation of the Phase 2 Facilities Plan, AECOM requested an increase in the project budget of \$44,500 as outlined in the letter and the attached Amendment No. 4. Mr. Pearson noted that under the Cost Plus Fixed Fee agreement for this project, this is a cost only budget increase, with no corresponding increase in the fixed fee.

1. **Motion to approve Amendment No. 4 to increase project budget by \$44,500 by Mr. Zawacki, seconded by Mr. Marconi, passing 5-0.**

b. Quail Ridge Pump Station Relocation Design.

1. Mr. Pearson distributed copies of the 90% submittal plans and specifications for the project. The documents should be reviewed by the Town and Suez and comments or questions provided to AECOM. It was noted that there will be easements needed from the Quail Ridge Condominiums, the State of Connecticut, and the Charter Group Partners at Ridgefield, LLC, (Owner/Developer of the Coach Homes on the former Schlumberger property), and preparation of easement plans and descriptions can be done once comments on the submittal are received. A 20 foot permanent easement and a 10 foot temporary construction easement are recommended. It was noted that the sewer easement could also be used as an extension of the current rail trail. AECOM is currently preparing an updated opinion of construction costs, but it is looking like it is in the range of \$2.8 million as the estimated total project cost (construction with engineering and contingencies). The timing of the construction schedule in light of the pending WWTF upgrade was discussed.

- 4. Suez Report.** Suez Environmental reviewed the monthly reports for January and February 2017 with no major incidents. Plant met permit limits.
- a. Mr. Pennell requested approval to purchase a composite sampler. All Weather sampler for \$6,273.90 and Hach Controller for \$3,383.62.
 - b. **Motion not to exceed \$10,500 for the above-mentioned equipment by Mr. Hill, seconded by Mr. Zawacki, passing 5-0.**
 - c. Mr. Pennell requested purchasing a septage pump. WPCA requested Mr. Pennell obtain quotes for the septage pump.

Motion to adjourn by Mr. Hill at 9:28 p.m., by Mr. Marconi, seconded by Mr. Hill, and passing unanimously.

Submitted by Diana Van Ness