



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

**WPCA Special Meeting
June 19, 2017 6:00 p.m.
66 Prospect Street
Ridgefield, Connecticut 06877**

WPCA Present: Amy Siebert, Gary Zawacki, Ron Hill, Kevin Briody, Rudy Marconi
Suez: Jeff Pennell, Matt Brown
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 May 25, 2017 were tabled until next meeting by Mr. Marconi, seconded by Mr. Hill. Motion carried 5-0.**
- b. **Fund Transfer.** Mr. Kevin Redmond, Town of Ridgefield Controller, requested the WPCA transfer \$700K for Phase II Facilities Plan from Fund 225 to Fund 401 to put Fund 401 back in a surplus position. WPCA approved the transfer.

2. Old Business

- a. **Sump Pump Disconnect Letter to Property Owners.** Discussed letter to property owners to disconnect sump pumps. Motion to approve letter by Mr. Marconi, seconded by Mr. Hill passing unanimously, 5-0.
- b. **WPCA Brochure.** Discussed brochure to be sent out with sewer bills. Motion to approve brochure by Mr. Marconi, seconded by Mr. Hill, passing unanimously, 5-0.

3. **Suez Report.** Suez Environmental reviewed the monthly reports for May with no major incidents. Plants met permit limits.

4. AECOM Report

a. Facilities Plan Update

- i. **Clean Water Fund 55% Percent Planning Grant.** Grant Agreement with DEEP for the \$429,397 grant for the Phase 2 Facilities Plan has been signed and is in place. The WPCA has prepared the first payment request and reimbursement letter for payment of the \$429,397 grant for the Phase 2 Facilities Plan. Following discussion, it was agreed that the payment request will be submitted.
- ii. **Phase 2 Wastewater Facilities Plan -** AECOM discussed the status of items on the Facilities Plan. The Environmental Impact Evaluation (EIE) Scoping Notice for the Facilities Plan was published in the May 2, 2017 Environmental Monitor, and the 30 day public agency comment period ended June 1st. The only comments submitted on the Scoping Notice were from the state Department of Public Health (DPH), and AECOM distributed copies of the comment letter. The DPH had questions about two watersheds and the proposed sewer boundary area. AECOM will follow up on the comments. AECOM has prepared the draft EIE for the

Facilities Plan, and incorporated responses to the comments received on the Scoping Notice. AECOM distributed copies of the draft EIE and provided an overview of the document. Following discussion, **Motion to submit EIE to CT DEEP by Mr. Zawacki, seconded by Mr. Hill, passing unanimously. 5-0**

- iii. Once DEEP receives, reviews, and revises the EIE, it will be published in the Environmental Monitor, with a 45 day comment period. DEEP cannot approve the Facilities Plan until the EIE process is completed.

b. WWTF Upgrade Design- Project Proposed Agreement for Design Services.

AECOM distributed copies of the documents that were emailed to the WPCA on June 13, 2017:

1. AECOM's June 12, 2017 letter
2. Wastewater Facilities Upgrade Design Level of Effort
3. Wastewater Facilities Upgrade Design Proposed Agreement

AECOM reviewed the contents of the June 12th letter including the assumptions used in developing the scope of work and level of effort included in the Agreement. It was noted that one of the first items that will be undertaken is to schedule a workshop with the WPCA, the Town Engineer, and the Highway Department to make a decision on the route for the force main between the Route 7 PS and the South Street WWTF. It was discussed that the final decision on the force main route and the start of survey work on the route may need to wait until after the 45 day comment period on the EIE in case there are comments submitted. The Town will contact Aquarion Water to obtain boring locations and logs for the water main extensions that were done on Route 7 to see if this information could be used and reduce the need for borings in that area.

Information on the WPCA available fund balance was distributed. AECOM indicated that the DEEP has reviewed the draft Agreement, scope of services, and level of effort and fee information. DEEP has verbally indicated that the proposed Agreement, scope of work and fee are acceptable, but noted that the effort associated with the NPDES permit application for the combining of the 2 WWTFs is not eligible. AECOM noted that effort is about \$7,500, and the total estimated fee for the WWTF Upgrade design is \$2,985,747.

The priorities of the WWTF Upgrade design and the Quail Ridge PS Relocation project were discussed. The WPCA was leaning towards moving forward with the Quail Ridge PS Relocation this fall, and with the project cost being below \$3 million, funding can be authorized with a town meeting vote. **Motion to approve the Design Engineering Services Agreement by Mr. Briody, seconded by Mr. Marconi, passing 4-1, Mr. Hill opposing.**

- c. **Quail Ridge Pump Station Relocation Design.** AECOM submitted design documents to the Authority at the March WPCA meeting and is waiting for comments from the WPCA. Easements and wetlands permit would be the next steps towards implementation of the project.

- d. **Rate Consultant.** Following discussion at the last meeting AECOM contacted Mark Abrahams of the Abraham Group to gain insight into pricing of rate consultant services. AECOM had outlined the type of rate modeling and analysis that would be desired (multiple scenarios including all funding by sewer users, various percentages of project cost borne by the general tax base with the balance on the sewer users, rate increase planning, presentation at public meetings, etc.). Mr. Abrahams indicated that this type of effort could be in the range of \$25,000 or so.

Following discussion, AECOM was requested to draft a scope of services for a rate consultant that could then be used by the WPCA to invite proposals from selected firms to provide rate consulting services.

Motion to adjourn by Mr. Hill at 8:00 p.m., seconded by Mr. Marconi passing unanimously.

Submitted by Diana Van Ness