



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

**WPCA Special Meeting
May 28, 2020 5:30 p.m.
66 Prospect Street
Ridgefield, Connecticut 06877**

WPCA: Amy Siebert, Gary Zawacki, Kevin Briody, Ron Hill, Maureen Kozlark
Suez: Jeff Pennell, Ryan Richmond
AECOM: Jon Pearson, Don Chelton
Ridgefield IT: Andrew Neblett, moderator

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

Meeting held via ZOOM Video Teleconference monitored by Andrew Neblett

WPCA Regular Meeting called to order at 5:30 by Ms. Siebert

1) New Business

- a) Approval of Minutes. **Motion to approve as amended by Mr. Zawacki, seconded by Mr. Briody, passing 3-0**, Mr. Hill and Ms. Kozlark abstaining (did not attend the February 27, 2020 meeting).
- b) Motion to amend agenda to include WPCA term limits at the end of meeting by Ms. Kozlark, seconded by Mr. Zawacki, passing 5-0.

2) Old Business

South Street WWTF Upgrade Short Term Funding. Mr. Pearson indicated that on May 18th the DEEP forwarded the proposed Agreement for the Clean Water Fund (CWF) Grant for the Design Phase to the WPCA for review and execution. The Grant application that was submitted requested a grant amount of \$886,888 and the grant amount of \$886,867.88 contained in the draft agreement is very close to that amount. The proposed Agreement will be reviewed by the WPCA. Mr. Pearson noted that if the WPCA is able to review the proposed Agreement and provide any comments on the proposed Agreement within 2 weeks, the DEEP indicated that the Grant Agreement should be able to be executed by the end of July, with payment to the Town to follow.

On May 26th the DEEP forwarded the proposed Agreement for the CWF Grant/Loan to the South Street WWTF Upgrade to Rudy Marconi and Glenn Santoro, Robinson & Cole (bond counsel) for review and execution. The Grant/Loan Application for this project requested a grant amount of \$11,917,037. The Grant amount proposed in the Agreement is \$12,116,983.35. The two grants would then total \$13,003,851.23. Mr. Pearson noted that this does not include the projected grant amount of \$922,000 for the Route 7 PS, FM and WWTF decommissioning contract construction grant/loan, which would make the total grant \$13,925,851.23, about \$2.5M more than the original projection of \$11.5M discussed publicly by the WPCA at the time of the project referendum vote in the fall of 2019. The need to

expedite the review of this proposed Agreement was discussed, and Ms. Kozlark agreed to follow-up with Mr. Marconi on the review.

Transfer of Funds. Mr. Pearson noted that the Town had issued a Bond Anticipation Note (BAN) to fund the project until the DEEP CWF funds are available, and recommended that Kevin Redmond be contacted to confirm that current payments for construction and engineering are being made from the BAN funds, and to confirm that funds previously expended from the WPCA Fund Balance have been replenished from the BAN. It was also discussed that it would be helpful to have a meeting with Mr. Redmond to review recent accounting transfers between the special revenue funds to the non-bonded capital fund. Discussed inviting Kevin Redmond to a WPCA Workshop meeting to review and discuss capital funds and short-term financing for the Wastewater Facilities Upgrade project. Also recommended requesting monthly fund balance reports from Mr. Redmond.

3) AECOM Report

a) WWTF Upgrade Design

- i) Mr. Pearson discussed that the major item yet to be completed is the design of the Route 7 PS, FM, and WWTF decommissioning contract. Design of the second construction contract needs to be completed this summer and fall so that the project can be submitted to DEEP for review and approval, and authorization to bid. This contract is scheduled to be issued for bidding late this year and award the contract in time for the spring construction season to arrange that construction of this contract finishes at about the same time as the South Street WWTF Upgrade to dovetail the two projects.
- ii) It was noted that the remaining items to be completed to allow the project to bid are:
Securing Permanent and Temporary Easements from 901 Ethan Allen Highway and the temporary easement from 871 Ethan Allen Highway. Status is as follows:

901 – WPCA/AECOM met with property owner Dr. Lipton last winter to review technical details of the project. Last action was the joint WPCA/BOS meeting to discuss disposition of the Route 7 WWTF property once the WWTF is decommissioned and demolished. Mr. Marconi had previously taken the lead on this. Ms. Kozlark agreed to follow-up with Mr. Marconi on the status of this item.

871 – WPCA /AECOM met with property owner Jeff Ryer last February to review technical details of the project. Mr. Ryers subsequently asked for a Noise Mitigation Plan to control noise during construction given the nature of the businesses at the building. AECOM is preparing this plan that will involve 10 foot high temporary fence with acoustic barriers and requiring the contractor to furnish “white noise” machines for use in the building during the construction period, and will forward it to the WPCA for submittal to Mr. Ryer.

Mr. Pearson indicated that AECOM’s survey subcontractor is working on the easement plans and legal descriptions, and once completed, as was the case for the South Street WWTF easement, the WPCA will need to have legal counsel prepare the easement agreements, and address the remaining issue to secure the easements. This will need to be a priority, since in order to secure DEEP authorization to bid will require submittal of a legal opinion that the Town/WPCA has or will secure the rights to the required easements.

iii) Lastly, Mr. Pearson noted that AECOM will follow-up on our last conversation with the Ridgefield Police Dept. about the potential for requiring certain sections of the 3 mile long force main route be done at night. The next step was to discuss the project with the school dept. bus coordinator as requested by the Police dept. AECOM will schedule a follow-up meeting once COVID restrictions are no longer in place.

b) South Street WWTF Upgrade Construction

- i) Mr. Pearson provided an update noting that construction has ramped up with the warmer weather and the following are ongoing:
- Modifications to Aeration Tank No.1 are ongoing
 - Hazardous materials (lead paint, asbestos, PCBs) abatement in the old Control Building is ongoing and non- hazardous materials demolition in the Control Building has been completed
 - Modifications to the Control Building are ongoing
 - Demolition of the one of the abandoned sludge thickener tanks to allow construction of the Blower Building is nearly complete, and foundation work for the Blower Building will commence shortly
- ii) AECOM submitted Progress Payment No. 8 for the contractor Spectraserv that covers the month of April in the amount of \$665,339.21 for approval.
- iii) Mr. Pearson noted that a monthly progress meeting was held earlier today via conference call today, with Diana Van Ness, Gary Zawacki, and Jake Muller participating. Spectraserv's latest construction schedule indicates they are beginning to experience some delays from suppliers and subcontractors due to Covid 19, that they project may push the completion date out by about a month. AECOM will continue to monitor this situation.
- iv) AECOM had forwarded a draft memorandum to the WPCA regarding the Aeration Tank No. 1 flooding event that occurred in mid-April that resulted in flooding of the tank with 2-3 feet of water and damage to construction equipment that was in the tank at the time. Mr. Pearson noted the Jake Muller had requested the memorandum be prepared. Mr. Pearson also indicated Spectraserv has submitted a letter dated 4-27-20 requesting reimbursement for the damages to equipment and resulting tank cleaning in the amount of \$191,210.67. Discussed question related to the letter. The next step would be to review this claim with the WPCA to make a decision on the merits of the claim. Ms. Siebert appointed Mr. Zawacki to work with AECOM and Mr. Muller on a recommendation to respond to the letter that will be brought to the WPCA for review.

4.) Suez Report.

i) Mr. Pennell presented Suez Environmental report for April 2020. There were no major issues and both WWTFs were in compliance for April. Mr. Pennell noted that Matt Brown has departed from Ridgefield to take his new position in Norwalk, and Ryan Richmond has taken Matt's position as Assistant Project Manager. Suez is hiring a new staff member to fill Ryan's position. Suez called in IDC to troubleshoot the incoming power and Add-A-Phase unit at the Ramapoo pump station. Could not run both pumps due to an issue with the Add-A-Phase unit which creates the third leg of power for the pumps. IDC suggested installing a new transformer at the pump station along with two new VFD's to control the pumps. The transformer would need to be powered from the nearest utility pole. Suez currently has one quote to complete this work and will get two more quotes for review.

5.) WPCA Term Limits

WPCA discussed Term Limits according to the Town Charters recommendations:

The Water Pollution Control Authority shall consist of five members serving four-year terms ending **April 1**. Initially, two members shall be appointed for two-year terms, one member for a three-year term, and two members for four year terms. Thereafter one or two members shall be appointed at the expiration of each four-year term. At least two members must possess formal technical training appropriate to understanding the operation of sewer plants. At least one member shall reside in a dwelling connected to the sewer and at least one reside in a dwelling serviced by septic.

(a) Amy Siebert, P.E., on septic, 2-year term, from April 2, 2020 to April 1, 2022

(b) Gary Zawacki, on septic, 4-year term, from April 2, 2020 to April 1, 2024

(c) Kevin Briody, on sewer, 2-year term, from April 2, 2020 to April 1, 2022

(d) Maureen Kozlark, on septic, 3-year term, from April 2, 2020 to April 1, 2023

(e) Ron Hill, P.E., on sewer, 4-year term, from April 2, 2020 to April 2, 2024

Motion to approve term limits as stated above by Ms. Kozlark, seconded by Mr. Briody, passing 5-0.

Motion to adjourn by Ms. Kozlark, seconded by Mr. Briody at 6:40 p.m. passing 5-0

Submitted by Diana Van Ness