

CITY OF MILFORD
SEWER COMMISSION MEETING MINUTES
APRIL 24, 2013

The regular monthly meeting of the Board of Sewer Commissioners was held on Wednesday, April 24, 2013, in Conference Room "A" of the Parsons Complex, 70 West River Street. Chairman Carroll called the meeting to order at 7:00 p.m.

COMMISSION MEMBERS PRESENT: Chairman Robert Carroll, Vice-Chairman Donald Anderson, Commissioner Edmund Collier, Commissioner Lee Cooke and Commissioner Bradford Hubler

OTHERS PRESENT: Consultant Raymond Macaluso, of Westcott and Mapes, Inc. and James Cooper, Superintendent of Wastewater

EXCUSED: none

Chairman Carroll asked if there was anyone who was a resident, taxpayer, or elector that would like to address the Commission under Citizen's Comments and reminded everyone that they are limited to three minutes.

CITIZEN'S COMMENTS

Attorney Steven P. Kulas, 18 Bank ST, Seymour CT – Is the attorney for Project Service LLC. They are the lessee for the ST of CT I-95 and 15 rest stops. He is before the Commission tonight because they have some questions and also to introduce themselves. He is here to inquire how the sewer user fees are calculated. He has been visiting Sewer Commissions all over the state to get information on sewer user fees. Each town is different. His client is trying to charge the user fees to their tenants in a manner that is fair when portioning it out. McDonalds used to be the lessee of the State but now they are just a tenant. It appears there is some lag time period to figure out the rate period. The water bill is for a certain period as used each quarter. Some Municipalities use last three quarters of the water bills. He has some basic questions. As commercial property I take it they are all metered through the water company.

Chairman Carroll replied that was correct.

Attorney Kulas inquired how the sewer user fee would be handled on water that is metered by the water company but may not be going down the sewer line it is diverted maybe for a carwash or something else but would not go into the sewer system. Is there a way to meter it going out?

Chairman Carroll asked Attorney Kulas to speak with Robin in the Sewer Commission office

CITY OF MILFORD
SEWER COMMISSION MEETING MINUTES
APRIL 24, 2013

who could answer these questions because she is the one who works with it every day.

Attorney Kulas asked Robin if the sewer user fee was a flat rate of \$309.72 per unit. He stated he doubted that was the commercial rate.

Robin replied it is the rate per unit but there is also a formula to calculate how many units a property is. Commercial properties pay by water usage with their occupancy as the minimum units they pay.

Attorney Kulas asked if a residential property paid 1 unit of \$309.72.

Robin replied "yes"

Attorney Kulas asked if we were using the current water bills to calculate the sewer user fees.

Robin replied "No. In January of 2013 I purchase the RWA water records for all of 2012" We use the prior year's water records.

Attorney Kulas stated his client is trying to figure out how much the tenant should pay. But some tenants may be gone by the time the city gets the water records. He asked that if they close down while they do renovations do they still have to pay a sewer user fee.

Robin responded "Yes, as long as the building is connected to the sewer system they have to pay user fees. We do not have the manpower to monitor the sewer usage of a building."

Attorney Kulas responded that he knew it was a difficult task and that it was an important function. He stated he will make an appointment with Robin to discuss the sewer user fees further. He asked how the bills were done.

Robin explained the process for the sewer user fees and that they are added on a separate line to the tax bills.

Attorney Kulas responded that his client's ultimate goal is to portion the sewer user fees to their tenants by square footage.

PETITIONS ACCORDING TO DATE & TIME THEY WERE SUBMITTED

None

CITY OF MILFORD
SEWER COMMISSION MEETING MINUTES
APRIL 24, 2013

NON-CONFORMING APPLICATIONS (PETITIONS)

None

TABLED APPLICATIONS

None

WESTCOTT AND MAPES, INC.

A. Indian River Interceptor Replacement, Phase 2 – ReBid

Mr. Macaluso reported Westcott and Mapes is finalizing the construction bid documents and anticipates being ready in May for public bidding of the project.

B. High Street Sanitary Sewer Upgrade

Mr. Macaluso reported that Complete is now in the process of final pavement restoration. Complete Construction Co. has completed the trench repairs for the Utility Co.'s work for the redesign of the Sanitary Sewer across the Milford Green. Based on the extra work performed, Mr. Macaluso respectfully requested a change order be issued to Complete Construction Co. in the amount of \$13,500.00.

Chairman Carroll asked for a motion to approve this change order in the amount of \$13,500 to Complete Construction. Vice Chairman Anderson made the motion to approve this change order in the amount of \$13,500 to Complete Construction for the extra work performed due to the utility company's work. Commissioner Cooke seconded the motion. Discussion ensued.

Commissioner Collier inquired why we are paying for the extra excavation work due to the utility company.

Mr. Macaluso responded that the RWA went beyond the scope of work that was in the contract. The trench was much larger that Complete had to repair. Complete did all the trench repairs.

Commissioner Collier replied RWA caused this.

Mr. Macaluso responded "Yes, this is what was negotiated with RWA".

The Motion passed unanimously.

CITY OF MILFORD
SEWER COMMISSION MEETING MINUTES
APRIL 24, 2013

The Contractor's Application for Payment No. 7 has been reviewed and certified by Westcott and Mapes in the amount of \$24,736.35, and Mr. Macaluso respectfully requested approval of payment to Complete Construction Co.

C. New Haven Avenue/Rosemary Court/Grove Street Infill

Mr. Macaluso reported that Camputaro completed installation of temporary sheet piling and excavation for the pump station wetwell at the #18 Grove Street site location, and has started installation of 8" PVC sanitary sewer piping to the wetwell.

Mr. Macaluso reported he received CGS-8-24 approval from P&Z for the Contractor to store equipment and material at 1613 New Haven Ave. He will request approval at the Board of Aldermen meeting on May 6, 2013. Meanwhile they are storing material at Gulf Pond at no additional cost to the City.

The Contractor's Application for Payment No. 1 has been reviewed and certified by Westcott and Mapes in the amount of \$77,900.00, and Mr. Macaluso respectfully requested approval of payment to R. Camputaro & Son.

D. Infill Project No. 1

Mr. Macaluso reported that Complete Construction Co. finished the sanitary sewer building lateral installation on Roller Terrace and is proceeding with the pavement restoration. He further reported clearing of the White Oak's Terrace easement has begun and according to the Contractor the sanitary sewer installation should be completed within 2 to 3 weeks.

Mr. Macaluso reported the final cost for Complete Construction to extend the sanitary sewer line from Roller Terrace to the White Oaks pump station is \$180,000.00, ten thousand less than what was approved at last month's meeting.

The Contractor's Application for Payment No. 4 has been reviewed and certified by Westcott and Mapes in the amount of \$289,732.82, and Mr. Macaluso respectfully requested approval of payment to Complete Construction Co.

E. Infill Project No. 2

Mr. Macaluso reported that Westcott and Mapes continues with planning and design.

CITY OF MILFORD
SEWER COMMISSION MEETING MINUTES
APRIL 24, 2013

Chairman Carroll told the Commissioners that they all have copies of this month's invoices in their packets. He asked that they all return them to Robin at the end of the meeting. He told them if anyone needed them that Robin would make them available to them.

Consulting Engineer's Report

None

Chairman Carroll then presented the following report from AECOM and informed the Commissioners that a representative from AECOM would not be coming to the meetings to read their report. He had spoken with the Mayor and they decided that since the projects were winding down there was no reason to bring them here from another state due to the costs involved. Until another project with them starts up they won't be coming here to the meetings anymore.

AECOM TECHNICAL SERVICES, INC.

A. West Avenue and Gulf Pond Pump Stations

The nineteenth (#19B) requisition for C.H. Nickerson in the amount of \$15,190.00 is presented to the Board for approval. This requisition includes work through March 31, 2013. AECOM has reviewed, certified and recommends approval by the Board of this payment. This is a semifinal requisition. The Commission continues to withhold the final retainage per the contract with C.H. Nickerson until the end of the 1-year warranty period.

2. Work completed and in progress has been at both West Ave P.S. and Gulf Pond P.S. The work included:

- Record drawings prepared and continue under AECOM review.
- Warranty issues on valve actuators at Gulf Pond are being addressed/corrected.
- Warranty issues on the low level floats at West Ave including wiring controls are also being addressed/corrected.
- Gulf Pond and West Ave pump control panel corrections to programming... Previous trouble spots to be monitored...still in progress from last month.

CITY OF MILFORD
SEWER COMMISSION MEETING MINUTES
APRIL 24, 2013

- From the meeting at Knapp's office with C.H. Nickerson, Knapp, and AECOM reported last month, final float controls and PLC controls modifications at both stations have now been programmed and are ready for field follow-up/installation.
- C.H. Nickerson and Knapp are on site this week for several days to perform the field modifications/fine tuning of these systems. Testing will immediately follow.
- C.H. Nickerson/Knapp/AECOM will also follow with operator training/review on site of these control enhancements/fine tunings.

F. Welchs Point and Rock Street Pump Stations

The design for this project is complete and awaiting a schedule for approval process to advertise the project for bid.

USER FEE REVISIONS/ASSESSMENT REVISIONS

None

COMMITTEE REPORTS

None

WASTEWATER REPORT

Mr. James Cooper, Superintendent of Wastewater, gave the following report to the Sewer Commission. Mr. Cooper also stated that Wastewater found a manhole in the marsh behind Calf Pen Meadow School. It was a raised manhole with a big hole on the side of it which is allowing infiltration of marsh water during high tides and rain. Wastewater is currently repairing the manhole.

Commissioner Hubler asked Mr. Cooper if that is where the water was coming from when he spoke of infiltration at the last meeting.

Mr. Cooper replied that there are always holes in sewers, some are little and some are big which is how infiltration of water gets into the system.

CITY OF MILFORD
SEWER COMMISSION MEETING MINUTES
APRIL 24, 2013

Plants

Both Wastewater Plants performed well in the month of March producing a good effluent.

At the Housatonic Plant normal monthly maintenance was performed. The Housatonic Plant has been experiencing very thick sludge in the primary clarifiers and we are working at keeping it under control.

At the Beaverbrook Plant normal monthly maintenance was performed. They are working on Repairing the odor control system.

Collection System
Pump Stations

Scheduled maintenance was performed at the following pump stations: Sailors Lane, Live Oaks, Pumpkin Delight and Carriage Drive.

Other Duties performed by pump station crews:

1. The main breaker and contactors at the Viscount Drive Pump Station were repaired.
2. A new pump was installed at the Gulf Pond Pump Station.
3. The wet well at the Rock Street Pump Station was cleaned out from debris and grease.
4. The #2 pump at Welch's Point Pump Station was removed for repair and a spare was put in.
5. The generator fuel lines at Crowley Ave. Pump Station were replaced and the voltage regulator was rebuilt for the Boston Post Road Pump Station.
6. The #1 air compressor at the Pump Delight Pump Station was repaired and gates were repaired at Old Field Lane and Captains Walk Pump Stations.

There were five (5) alarms at pump stations in March: two (2) for power outage, two (2) for high water and one (1) for control power.

Sewer Maintenance

Sewer Maintenance answered thirteen complaints.

Sewer Maintenance crews performed scheduled maintenance at nine (9) trouble sites citywide: #7, #8, #9, #26, #27, #29, #33, #38 and #39.

CITY OF MILFORD
SEWER COMMISSION MEETING MINUTES
APRIL 24, 2013

Scheduled maintenance performed by Sewer Maintenance crews on the following equipment: Cleaned and secured small repair bay, portable air compressor, changed the oil, checked spark plug, checked recoil assembly, inventoried and checked all hoses for the blower.

There were three (3) sewer excavations in March: 10 Hackett St., 321 West River ST and 888 Milford Point Road.

Other duties performed by Sewer Maintenance crews:

- 1 Walked the Gulf Pond Easement and repaired two frames and covers, TV'ed Daniel Street for E-9 to locate Wye laterals.
- 2 Took GIS class on using maps on city computer sites.
- 3 Removed broken drop out of bottom of manhole on Chapel ST.
- 4 Repaired four frames and covers broken during snow removal.
- 5 Cleared mainline blockages on Depot Road, North Broad Street and Tudor Road.
- 6 Washed down wet wells at Concord Ave. Pump Stations, Flax Mill Road Pump Station and Watrous Lane Pump Station.

A total of 15,925 ft were jet flushed, 4,580 ft were TV'ed with our standard TV equipment and 1,608 ft were TV'ed with the spy eye camera. We also hand rodded 675 ft, used the hydraulic jet root cutter to relieve 1,250 ft, and root treated 845 ft. We smoke tested 1,085 ft and dye tested 350 ft to check sewer connections.

VOTING

A. MEETING MINUTES FROM THE MARCH 27, 2013 REGULAR MEETING

Chairman Carroll asked for a motion to approve the minutes from the March 27, 2013 regular meeting. Vice Chairman Anderson made a motion to approve the minutes of the March 27, 2013 meeting. Commissioner Collier seconded the motion. The motion passed unanimously.

PAYMENTS

Chairman Carroll asked for a motion to approve the following payment list for this month in the amount of \$457,210.49 as follows. Vice Chairman Anderson made a motion to approve this month's payment list. Commissioner Cooke seconded the motion.

To Westcott and Mapes, Infill Project No. 1, P.O. 11-0057568-001, Account No. 0026-4154-0047-4993-0000 in the amount of \$23,162.00;

CITY OF MILFORD
SEWER COMMISSION MEETING MINUTES
APRIL 24, 2013

To Westcott and Mapes, Indian River Interceptor Pollution, P.O. 12-0060666-001, Account No. 0026-4154-0036-4993-0033 in the amount of \$2,852.50;

To Westcott and Mapes, New Haven Ave Infills/Rosemary CT/Grove ST, P.O. 12-0059562-001, Account No. 0026-4154-0038-4993-0000 in the amount of \$15,970.16;

To Westcott and Mapes, Infill Project No. 2 – Design, P.O. 13-0062047-001, Account No. 0026-4154-0048-4993-0000 in the amount of \$4,715.00;

To Complete Construction, Infill No. 1, P.O. 13-0061142-001, Account No. 0026-4154-0047-4994-0000 in the amount of \$289,732.82;

To C.H. Nickerson, West Ave/Gulf Pond P.S., P.O. 12-0057692A-001, Account No. 0026-4154-0036-4994-0031 in the amount of \$15,190.00;

To Complete Construction, High Street Sewer Upgrade Project, P.O. 12-0059418-001, Account No. 0026-4154-0046-4994-0000 in the amount of \$24,736.35;

To AECOM Technical Services, West Ave and Gulf Pond Pump Stations, P.O. 10-0054355-001, Account No. 0026-4154-0036-4993-0039 in the amount of \$2,186.66;

Ralph Computaro & Son Exc., Rosemary CT/Grove ST/New Haven Ave Infill, P.O. 13-0062045-001, Account No. 0026-4154-0049-4994-0000 in the amount of \$77,900.00;

The total of the approved Payment List for the March 27, 2013 meeting is: \$ 457,210.49.

Commissioner Hubler asked Chairman Carroll if he reviewed the invoices for this month's payments.

Chairman Carroll responded "No, I did not but Mr. Macaluso our consulting Engineer did as did Robin our Administrator. He told Commissioner Hubler that he met with the Mayor regarding the invoices and the Mayor has asked us to look at the invoices closer. In this conversation with the Mayor he had questions regarding a certain vendor's projects and consulting fees. The charges were agreed to in their contract which was agreed to well before any of our time on this board. I am comfortable with our Consulting Engineer, Mr. Macaluso reviewing the invoices and approving them.

The motion passed unanimously.

CITY OF MILFORD
SEWER COMMISSION MEETING MINUTES
APRIL 24, 2013

There were five administrative approvals this month:

1. 1365 Boston Post Road – Milford Crossing – Sonic Restaurant – This project is to remodel the existing Arby's into a Sonic Drive thru. This entire parcel is allowed 50,100 gallons per day. The approved proposed water usage for this building is 2098 gpd. The prior water usage for this property is 7,215 gpd. The new proposed water usage for this entire property is 9,313 gpd.
2. 400 Burnt Plains Road – Grace Baptist Church – Youth Center – This project is to demolish the existing log cabin and construct a new youth center. The allowed gallonage for this parcel is 2,700 gpd. The new proposed water usage for this property is 1,043 gallons per day.
3. 1670 aka 1650 Boston Post Road – Milford Marketplace – Proposed Froyo World – This application is to remodel existing retail space into a frozen yogurt store. The prior water usage for this property was 15,587 gpd. The proposed water usage for this project is 710 gpd using paper and plastic utensils. The property is allowed 18,045 gpd. The new proposed water usage for this shopping center is 16,297 gallons per day.
4. 199 Cherry Street – ASAP Urgent Care Center – This project is to renovate the existing Blockbuster Video Store into a medical care center. This parcel 17A is allowed 570 gpd. The entire shopping center is allowed 25,200 gpd. The prior water usage for the shopping center is 14,562 gpd. The new proposed water usage is 15,132 gallons per day.
5. 1613 New Haven Avenue – Proposed 2 lot subdivision – This project is to subdivide a parcel that is .43 acres in a R-12.5 zone. Each lot is proposed to be 9,452 SF and 9,185 SF which is below the required 12,500 SF required by Planning and Zoning. If this project is approved by Planning and Zoning then the Sewer Commission will allot the necessary 600 gallons per day.

CITY OF MILFORD
SEWER COMMISSION MEETING MINUTES
APRIL 24, 2013

Mr. Macaluso asked the Chairman if he could mention something for edification. He informed the commissioners that he looks at the payment requests for the contractor. His construction representative and the contractor's construction representative get together to make sure the quantities are correct. They do a daily report every day where they list the lengths of pipe, materials, excavation of rock etc. Westcott and Mapes' construction representative is on the construction site every day overseeing the project to make sure the contractor doesn't do anything he isn't supposed to do which could result in further costs to the city. Then Westcott and Mapes Engineer puts his PE license on the document certifying that it is correct.

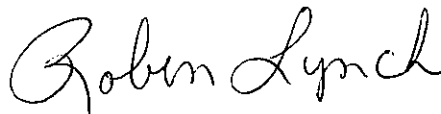
Commissioner Hubler responded that they never saw the invoices before so he had questions.

Mr. Macaluso responded that if anyone had any questions he would be happy to answer them.

Chairman Carroll asked if anyone had any further questions. Hearing none he asked for a motion to adjourn.

Chairman Carroll asked for a motion to adjourn the meeting at 7:23 p.m. Commissioner Cooke made a motion to adjourn the meeting at 7:23 p.m. Commissioner Collier seconded the motion. The meeting adjourned at 7:23 p.m.

Respectfully submitted,



Robin Lynch
Recording Secretary
Sewer Commission