

*July 5 2016 AT 10:00 AM/PM*  
 EAST LYME WATER & SEWER COMMISSION

REGULAR MEETING

Tuesday, JUNE 28th, 2016

MINUTES

*Lesley A. Blais*  
 EAST LYME TOWN CLERK

The East Lyme Water & Sewer Commission held a Regular Meeting on Tuesday, June 28, 2016 at the East Lyme Town Hall, 108 Pennsylvania Avenue, Niantic, CT. Chairman Nickerson called the Regular Meeting to order at 7:02 PM.

PRESENT: Mark Nickerson, Chairman, Steve DiGiovanna, David Jacques,  
 Dave Murphy, Carol Russell, Roger Spencer, Dave Zoller

ALSO PRESENT: Sarah Bucci, PE, Weston & Sampson  
 Ingrid Jacobs, PE Project Manager, Weston & Sampson  
 Attorney Theodore Harris, representing Gateway  
 Attorney Edward O'Connell, Town Counsel  
 Joe Bragaw, Public Works Director  
 Brad Kargl, Municipal Utility Engineer  
 Anna Johnson, Finance Director

ABSENT: Joe Mingo

#### 1. Call to Order

Chairman Nickerson called the Regular Meeting of the East Lyme Water & Sewer Commission to order at 7:02 PM and led the assembly in the Pledge.

#### 2. Approval of Minutes

##### ▪ Regular Meeting Minutes – May 24, 2016

Mr. Nickerson called for a motion or any discussion or corrections to the Regular Meeting Minutes of May 24, 2016.

Ms. Russell asked that on page one – physical be changed to read: fiscal.

#### \*\*MOTION (1)

Mr. DiGiovanna moved to approve the Regular Meeting Minutes of May 24, 2016 as amended.

Mr. Zoller seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

#### 3. Delegations

Mr. Nickerson called for delegations.

There were no delegations.

#### \*\*MOTION (2)

Mr. Murphy moved to address Item 10. a. Saunders Point Sewer Study - when the Weston & Sampson people arrive and to then return to the regular agenda where they left off.

Mr. DiGiovanna seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

#### 4. Finance Director Report

Ms. Johnson said that they had received her report in their packets. She asked if there were any questions.

Mr. Jacques asked why the sewer billing for the month of May this year was higher than the month of May in 2015 when the prison population had been reduced significantly.

Mr. Nickerson and Ms. Johnson said that they would check on that.

Mr. Bond asked if the prison use was going up or down.

Mr. Bragaw said that it was going down.

## **5. Gateway Agreements**

Mr. Kargl explained that these agreements are being worked on by him and Mr. Bragaw and that they are working on agreements that apportion the costs. This involves the sub-metering for Gateway and DPH authorizations. They have a third party billing process handled by Gateway. He said that Attorney O'Connell and Attorney Harris are present this evening regarding the sub-metering process.

Attorney Harris explained that they had an unexpected roadblock with the DPH and came up with a resolution – the DPH had an issue with owner billing but not with third party billing. The DPH has a copy of the contract that the management company has. It is an addendum to the agreement and Attorney O'Connell has reviewed it. It would need approval from this Commission for the management company to do it.

Attorney O'Connell confirmed that he had reviewed the management agreement and the addendum to the agreement and that the two documents taken together would be acceptable and protects the Water & Sewer Commission and its rights.

Mr. Bond asked if this opens the door for this type of agreement to be used again.

Attorney O'Connell said that it is a 'one-of' only.

Mr. Bond asked about the sub-meters and if we are responsible for them.

Mr. Kargl said yes, they are our meters.

Mr. Murphy suggested that a hold harmless clause be put in, in the event of an error as they will be using our paper documentation.

Attorney O'Connell said that he would put a hold harmless clause in.

Mr. Nickerson said that he would like it on the record that sub-meters would not be put up there as they were this time and that the next phase would be treated differently from this one.

Attorney O'Connell said that this is a binding methodology going forward after this instance. He said that he would have the resolution for them for the next meeting.

## **6. Spinnaker Wastewater Maintenance Agreement**

Note: Mr. Zoller recused himself from discussion and voting on this item and left the table.

Mr. Kargl explained the Spinnaker agreement for their pump station noting that the rate schedule is figured on the time that they spend there and any unforeseen incidents that come up. He noted that various charges for items that may come up during the year.

### **\*\*MOTION (3)**

**Mr. DiGiovanna moved to authorize the Chairman of the Water and Sewer commission to execute the Maintenance of Sewer Pump Station Agreement with Spinnaker Association, Inc. for FY 2017 as presented.**

**Mr. Spencer seconded the motion.**

**Vote: 7 – 0 – 0. Motion passed.**

Note: Mr. Zoller returned to the table.

## **7. Billing Adjustments**

Mr. Kargl explained the 1 in 10 adjustments that he made in conjunction with the policy.

Mr. Jacques asked if there were any commercial customers.

Mr. Kargl said no.

Mr. Jacques asked what they look at as these are failures on the customer's part.

Mr. Kargl said that it is generally the last 2 previous billings and that you are only eligible to do this once in ten (10) years.

## **8. Approval of Bills**

Mr. Nickerson called for a motion on the Well 1A & 2A Treatment Study bill.

### **\*\*MOTION (4)**

**Mr. DiGiovanna moved to approve payment of the following Well 1A & 2A Treatment Study bill: Tighe & Bond, Inv. #051690070 in the amount of \$13,750.00.**

**Mr. Zoller seconded the motion.**

**Vote: 8 – 0 – 0. Motion passed.**

Mr. Nickerson called for a motion on the Saunders Point Sewer Study bill.

### **\*\*MOTION (5)**

**Mr. Zoller moved to approve payment of the following Saunders Point Sewer Study bill: Weston & Sampson, Inv. #458141 in the amount of \$11,022.60.**

**Mr. DiGiovanna seconded the motion.**

**Vote: 8 – 0 – 0. Motion passed.**

## **9. Water Project Updates**

### **▪ Well 1A & 2A Treatment Study – Draft Basis of Design Report Presentation – Tighe & Bond**

Mr. Kargl said that when he put the numbers together and realized the great cost and where they are with debt service that he asked Tighe & Bond to try to work out the projects so that they could work with the debt when it was declining as it is not a reality at this point in time due to our current debt. He said that at this time this is still a work in progress and that he would continue to work with Tighe & Bond, Mr. Bragaw and the Finance Director on this. He added that he felt that Tighe & Bond's report also fell short in some areas and that he would like figures on the cost to rebuild GAC filters.

## **10. Sewer Project Updates**

### **▪ Saunders Point Sewer Study – Draft Plan Presentation – Weston & Sampson**

Ingrid Jacobs, PE, Project Manager and Sarah Bucci, PE, Project Engineer presented the second installment on the study in a PowerPoint presentation (copy attached). They said that they updated the needs analysis and explained the process.

Mr. Bond asked if there were any issues with directional drilling under the cove and if the estimated \$250,000 includes that and any permits necessary.

Ms. Jacobs said yes.

Mr. Nickerson noted that if they went down Main Street that it would open this up for other areas at a later date.

Mr. Bond said that it might be easier to try to get the most out of it.

Mr. Nickerson asked if that would be the type of analysis that would come from all of this.

Ms. Jacobs said yes.

Mr. DiGiovanna asked if the timeline is right for the end of this year on this study.  
Ms. Jacobs said that there are also other stages and that if all of this went well that they could probably be looking at sometime in 2018 to start the project. At this point it is an estimate.

Mr. Nickerson said that this is just the start of the process.  
Mr. Kargl said that this is a year long process.

Mr. Nickerson asked for a point of contact for Saunders Point.  
Regina Hitchery said that she would be the point of contact for the residents of Saunders Point.

▪ **Request for Qualifications – On-call Wastewater Consulting & Engineering Services**

Mr. Kargl said that they interviewed three companies and that in rating them, Weston & Sampson came out as the group that they would like to have for on-call wastewater consulting and engineering services.

**\*\*MOTION (6)**

**Mr. Murphy moved to authorize the Chairman of the Water & Sewer Commission to execute and deliver an agreement with Weston & Sampson Engineers to perform wastewater consulting and engineering services on an as needed basis.**

**Mr. DiGiovanna seconded the motion.**

Mr. Jacques asked if there is an expiration date on this.  
Mr. Kargl said that he was not sure on how to handle that and that he would work with Attorney O'Connell on it.

Mr. Murphy asked about rates and any reimbursement.  
Mr. Bragaw and Mr. Kargl said that they are not allowed to talk rates at this time – only qualifications. However, they can compare pricing once an actual job is bid.

**Vote: 8 – 0 – 0. Motion passed.**

**11. Set Public Hearing Date for Proposed Sewer Assessments**

**\*\*MOTION (7)**

**Mr. DiGiovanna moved to authorize the Chairman of the Water & Sewer Commission to sign the Public Notices as necessary for the proposed sewer assessments hearing.**

**Mr. Zoller seconded the motion.**

**Vote: 8 – 0 – 0. Motion passed.**

**\*\*MOTION (8)**

**Mr. Murphy moved to set July 26, 2016 at 6:30 PM as the Public Hearing date for the Park Place and Village Crossing Sewer Benefit Assessment Extension No. 8.**

**Mr. DiGiovanna seconded the motion.**

Mr. Murphy asked about the bonding rate.  
Attorney O'Connell noted that Crossley Court was 3.5% for 15 years and that Pine Grove was 5% for 20 years. They would have to see where the rate is.

**Vote: 8 – 0 – 0. Motion passed.**

Mr. Nickerson asked that they do a Special Meeting for the Saunders Point Session with Weston & Sampson on Thursday July 28, 2016 due to the Public Hearing on the evening of July 26, 2016. There is no conflict in the end of the month with utilizing this room.

**12. Correspondence Log**

There was no discussion.

**13. Chairman's Report**

Mr. Nickerson reported that the Park Place roadway work went well for the sewers.

**14. Staff Updates**

**a. Water Department Monthly Report**

Ms. Russell asked about the Rocky Neck water break that was reported.

Mr. Kargl said that it was a break in their 8" water main in a wet area and that they will not repair it and are working on another way to go. All the water was metered as it was on their side of the meter.

Mr. Kargl said that they have started taking water back from New London.

Ms. Russell asked about the Costco and if they would be on Water & Sewer.

Mr. Kargl said that they have requested water & sewer and are proposing a gas station which is outside of the aquifer.

**b. Sewer Department Monthly Report**

Mr. Bragaw said that there was an odor issue with the Point O'Woods sewerage and that they are being provided with solid data which will have them treat it with their chemicals instead of ours. Further, this has to be corrected ASAP.

**15. ADJOURNMENT**

Mr. Nickerson called for a motion to adjourn.

**\*\*MOTION (9)**

**Mr. DiGiovanna moved to adjourn the June 28, 2016 Regular Meeting of the East Lyme Water & Sewer Commission at 8:54 PM.**

**Mr. Zoller seconded the motion.**

**Vote: 8 – 0 – 0. Motion passed.**

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary

**RATE SCHEDULE**  
(Effective July 1, 2016)

Section 1. – Routine Maintenance

Routine maintenance services rendered  
during normal weekday working hours  
(7:00 a.m. to 3:30 p.m.) \$518.19 per month

Section 2. – Non-routine Maintenance

Non-routine maintenance services rendered  
during normal weekday working hours  
(7:00 a.m. to 3:30 p.m.) \$42.71 per hour, per person

Section 3. – Emergency Services

- a. During normal weekday working hours \$42.71 per hour, per person
- b. Outside normal weekday working hours,  
weekends and holidays, except  
Christmas (3-hour minimum) \$44.96 per hour, per person
- c. Christmas Day (3-hour minimum) \$59.39 per hour, per person

Section 4. – Equipment / Vehicles

- a. Jet rodder truck \$62.00 per hour, per vehicle
- b. Dump truck \$45.00 per hour, per vehicle
- c. Backhoe \$38.00 per hour, per vehicle
- d. Pickup truck \$25.00 per hour, per vehicle

Section 5. – Outside Contractors

Commission's actual cost

Attachment WES 6/28/16

New rate  
Schedule  
SPRUATE

# Saunders Point Wastewater Facilities Plan



## Town of East Lyme Water & Sewer Commission

June 28, 2016

*Weston&Sampson*

## Presenters

**Ingrid Jacobs, PE**  
Project Manager

**Sarah Bucci, PE**  
Project Engineer

*Weston&Sampson*

# Agenda

- Revised Needs Analysis
- Sewer Collection System Options
- Sewer Connection Options
- Next Steps

Saunders Point – East Lyme, CT

Weston & Sampson



## Areas Ranked by Need

### HIGHEST NEED

- B – Ledge Road Properties
- A – Quarry Dock Road Properties
- C – Saunders Point Properties
- D – Central Oswegatchie Hills Rd
- E – Southern Oswegatchie Hills Rd

lowest need

Sanitary Priority Ranking in Saunders Point

Weston & Sampson



# Sewer Collection Assessment

For Areas A, B, and C

| *Weston&Sampson*

*Method of collection ↓*



## Low Pressure Only

- Low Pressure Sewer: ~13,200 feet
- Grinder Pumps: 197
- Primary Pumping Stations: 1

Saunders Point – East Lyme, CT

| *Weston&Sampson*

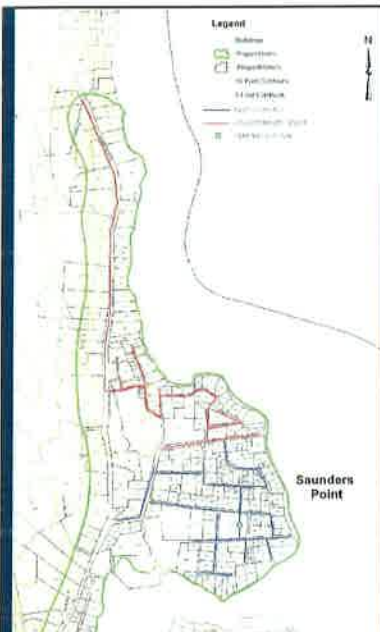


## Gravity Sewer Only

- Gravity Sewer: ~12,600 feet
- Small Pumping Stations: ~2
- Force Main: ~3,000 feet
- Primary Pumping Stations: 1
- Grinder Pumps: 0

Saunders Point – East Lyme, CT

Weston&Sampson



## Low Pressure & Gravity

- Low Pressure Sewer: ~6,900 feet
- Gravity Sewer: ~6,600 feet
- Grinder Pumps: ~100
- Primary Pumping Stations: 1

Saunders Point – East Lyme, CT

Weston&Sampson



## Collection System Costs

OPCC in Millions	Low Pressure and Gravity	Gravity Only	Low Pressure Only
Area C Only	\$5.04	<b>\$4.61</b>	\$4.90
Areas B and C	\$5.78	<b>\$5.23</b>	\$5.64
Areas A, B, and C	<b>\$7.06</b>	\$8.32	\$6.92

Saunders Point – East Lyme, CT

Weston & Sampson

# Sewer Connection Options



Path	Description	OPCC
1	Directional Drill to Pine Grove	\$0.26 M
2	Sewer to E. Pattagansett Rd.	\$1.11 M
3	Sewer to Main Street	\$1.37 M

Saunders Point – East Lyme, CT



## OPCC in Millions

	Connection Options	
	Areas B and C - Gravity Only	Areas A, B, and C - Low Pressure and Gravity
Collection Options	\$6.28	\$8.66
Directional Drill to Pine Grove \$0.26	\$6.54	\$8.92
Sewer to E. Pattagansett Rd. \$1.11	\$7.39	\$9.77
Sewer to Main Street \$1.37	\$7.65	\$10.03

Saunders Point – East Lyme, CT



# Next Steps

- |    |   |                            |
|----|---|----------------------------|
| 1. | Public Workshops                        | July / August              |
| 2. | Submit Draft Plan for Review            | September                  |
| 3. | Submit Draft Plan to CT DEEP            | September 30 <sup>th</sup> |
| 4. | Town Review Period                      | October / November         |
| 5. | Receive Comments from DEEP              | December 1 <sup>st</sup>   |
| 6. | Submit Final Wastewater Facilities Plan | December 12 <sup>th</sup>  |

| **Weston&Sampson**

***THANK YOU !***

***Any questions??***

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