

**TOWN OF WINDSOR LOCKS
WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, JANUARY 14, 2014**

MEMBERS PRESENT: Steven N. Wawruck, Jr., Jeffrey Ives, Denise Balboni, Dennis Gragnolati, William Hamel, Gary Laurito and Michael Russo

MEMBERS ABSENT: Robert Crochetiere
Dana Steele, Town Engineer, Ex Officio

ALSO PRESENT: Scott C. Lappen, Director of Public Works, Ex Officio
Gary Kuczarski, Superintendent
Heather Kane, Recording Secretary
Paul Dombrowski, Woodard & Curran

At 5:32 p.m., Jeffrey Ives called the meeting to order.

MINUTES: December 10, 2013 Regular Monthly Meeting: Gary Laurito made a motion: **TO ACCEPT THE MINUTES AS PRESENTED** – Seconded by Dennis Gragnolati. Without further discussion, the motion passed 5-0 with one abstention for William Hamel.

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **December 2013 Cash Reports:** William Hamel made a motion: **TO ACCEPT THE FINANCIAL REPORTS AS PRESENTED** – Seconded by Gary Laurito. Mr. Laurito asked Gary Kuczarski if he foresees any problems due to overspending in some budget accounts. Mr. Kuczarski believes the WPCA will not need to tap into the reserve when balancing the budget accounts at the end of the year even though a few projects were approved after the budget was set. These projects include the purchase of the IDEXX system and the Woodard & Curran rate study. Usually when Mr. Kuczarski knows that overspending has occurred in a few budget accounts, he asks the WPCF personnel to curb spending except for emergencies and equipment maintenance. Without further discussion, the motion passed unanimously.
- b. **CD Investments – update and changes:** There was no discussion on this topic.
- c. **Quarterly Reports:** Please see item (a) under Financial Reports for the related discussion and motion regarding this topic.
- d. **Delinquent Accounts – update:** There was no discussion on the topic.

CORRESPONDENCE: Scott Lappen informed the Authority that Gary Kuczarski, Rich Persson and Tom Sciarrino are each being recognized this year at the NEWEA Conference in Boston for 25 years of service in the wastewater field. The Authority congratulated them on their personal achievement. Mr. Kuczarski, Mr. Persson and Mr. Sciarrino will be attending the conference.

OLD BUSINESS:

- a. **Woodard & Curran – Capital Project FY 13/14:** Mr. Kuczarski would like to replace six mixers in the aeration tanks. These mixers have been relatively high maintenance items as each mixer has been rebuilt numerous times and replaced since they were originally installed 14 years ago. The WPCF staff is interested in installing platform-mounted mixers which would be a different style of mixer from the submersible mixers that are currently in place. The propellers and motors, currently submersed in the wastewater, run 24/7. Therefore, they are relatively high wear items. A less maintenance intensive approach would be to build a platform (roughly 20-22 ft long) extending over the aeration tanks on which to mount the platform-mounted mixers. There would be two platform-mounted mixers in each tank for a total of four mixers.

There are three different ways the WPCA could approach this project.

- (1) A conventional bid where Woodard & Curran would put together a design package and advertise it to attract contractors to bid;
- (2) A design build where Woodard & Curran would hire the contractors, buy the equipment, and ensure proper installation;
- (3) The last option would be where the WPCF personnel act as the general contractor in hiring contractors, buying equipment, and coordinating the work.

There are pluses and minuses to each:

(1) This is the conventional approach yet, over the past year, projects of this size (estimated at \$250,000) receive very little interest from contractors in this market. As a result, the last three projects bid this way by Woodard & Curran have all had just one bidder whose bid came in far above the estimate. In some cases, the town threw out the bid and rebid. One town decided to act as the general contractor.

(2) This option is not competitive. Woodard & Curran could certainly do a design build but they do not want to spend numerous hours getting multiple prices on equipment and contractors just be told that the WPCA wants competition. If the WPCA asks Woodard & Curran to put together a proposal, Woodard & Curran would expect that if they are in the ballpark of the budget the WPCA would honor that proposal request and have Woodard & Curran move ahead with the project. Part of the benefit of a design build is that one gets to be selective. Mr. Kuczarski would like to see a certain design of mixer be installed at the Plant. With an open bid there is a risk of getting something less desirable. Woodard & Curran would take the best price from two or three well-known contractors. Woodard & Curran would put together a proposal for the project and present to the WPCA for approval. They would not exceed the budget set in that proposal unless something drastically happened that could not have been anticipated.

(3) This option probably gives the WPCA the greatest chance of making it work for the least amount of money but the WPCA takes on a lot of risk with this option. As general contractor, the WPCF staff would be responsible for all the coordination which could be a hassle especially if a delay by one contractor impacts the other contractors that are to work on the project after him.

Woodard & Curran does not see a big dollar difference between these options unless only one contractor bids and bids high knowing it is a limited market. This is a real financial risk. The other risk is in regards to the level of responsibility the WPCA wants to take on with this project. Over the past two years in treatment plant upgrades, large and substantial projects have increased in number keeping contractors in this market busy which in turn has created a notable decrease in interest and an increase in prices for the smaller projects. It is easier to find skilled workers able to do the work than find a general contractor willing to take on a small project since their overhead management costs and risk is similar whether the project is large or small.

The scope of the work would include cutting out and removing an 8 ft by 12 ft piece of 1 ft thick concrete wall in each tank, fabricating and installing aluminum platforms with handrails, stairs and toe plates, procuring and installing the four platform-mounted mixers, installing the electrical conduits, and connecting and inspecting the wiring of equipment. A four-mixer configuration is less expensive than either a six- or eight-mixer configuration. Though the size of the mixers would be smaller with the six- or eight-mixer configuration, the platform cost would be a far greater part of the overall cost. The platforms will need to be engineered, designed and fabricated since there is no industry standard. They would be designed similarly to the platforms that are currently in place on the far end of the tank. The estimated engineering cost of the project is relatively modest because Woodard & Curran assumes they do not have to be here every day during construction since the WPCF staff is onsite and very capable in overseeing the day to day work. Woodard & Curran would have engineers onsite when they need to oversee crucial work. In addition, Woodard & Curran offices are only five to seven minutes away.

There is a benefit to switching from submersible mixers to platform-mounted mixers. In order to perform any maintenance work on the current mixers, the operators have to stand on the edge of the tank (which is only 12 to 18 inches thick) and use a hoist to lift the motor out of the tank. With the platform-mounted mixers, the operators would not need to lift the motor out of the tank

since the motor gear box is mounted on the platform. This motor drives a vertical shaft down to the propeller that is submersed in the wastewater below the platform. Currently, the operators do not have any real access into the tank other than using ladders. By switching to the platform-mounted mixers, the operators will gain confined space entry into the tank via the platform. Another benefit will be the decrease in total horsepower from 24 to 6. After the project is completed, the WPCF staff would use the submersible mixer motors as replacements for the nitrified recycle motors which cannot be taken out of the tank.

The Authority agreed that they are least inclined to go with option 3 as it requires the WPCF staff to perform additional work with a hidden, unquantifiable cost of work left undone due to the responsibilities involved with the project. Scott Lappen would prefer going with option 2, the design build, because it would take the responsibility and work load off of the WPCF staff. Mr. Lappen's concern was that the WPCA typically follows the Town's policy and procedures on bids. The Town's policy and procedures requires Mr. Lappen to go to the Board of Selectmen when he wants to request waiving competitive bidding at the DPW. Therefore, he believed the WPCF would need the Authority's permission to waive the competitive bidding. William Hamel did not believe the WPCA is bound to the practices of the Town as it is an independent authority.

At 6:00 p.m., Steven N. Wawruck, Jr. arrived to the meeting.

Jeffrey Ives stated that the consensus of the WPCA is to move ahead with the second option. Woodard & Curran will draft a proposal and present it to the WPCA for a decision.

- b. **WPCF's Front Office PCs:** Erik Semmel from TAB informed Mr. Kuczarski that the WPCA is too small of an organization for a network-based Access. He recommends going with Microsoft Office Pro which would be an additional \$200 per PC for the two PCs in the front office. The other computers do not need Access. The final quote for the upgrade is \$3714.00. The funding for this upgrade was not figured into the budget since the budget was already set when Mr. Kuczarski learned that XP will be expiring in April 2014. Mr. Kuczarski does not want the computers that use the billing system to become inoperable due to a problem with Microsoft XP. Gary Laurito made a motion: **TO APPROVE THE EXPENDITURE OF FUNDS, NOT TO EXCEED MORE THAN \$4000.00, TO COVER THE NEEDS OF THE OFFICE PCs** – Seconded by Dennis Gragnolati. Michael Russo asked where the WPCA gets the money if it is not part of the budget. The WPCA does have a reserve as well as a contingency budget account for these unexpected expenditures. Without any further discussion, the motion passed unanimously.

NEW BUSINESS:

- a. **Meeting schedule for 2014 – date for Nov. 2014 meeting:** The Town Charter states that when a holiday occurs on a scheduled meeting date, that meeting will be moved to the next work day. Steven N. Wawruck, Jr. made a motion: **TO SCHEDULE THE MEETING FOR THE WEDNESDAY FOLLOWING VETERANS DAY** – Seconded by Gary Laurito. William Hamel informed Mrs. Kane that the February meeting cannot be on the Schedule of Regular Meetings since that schedule must to be posted in the Town Clerk's office 31 days prior to holding any regular meeting. Mr. Hamel did state that the WPCA can hold a special meeting in February. It just cannot be a regular meeting. Mr. Wawruck suggested having the discussion and approval of the WPCA meeting schedule in November of every year. Jeffrey Ives stated there was no need to vote on the November meeting separately. The November 12, 2014 meeting date was added to the schedule. Steven N. Wawruck, Jr. made a motion: **TO APPROVE THE SCHEDULE OF MEETINGS** - Seconded by Denise Balboni. Without further discussion, the motion passed unanimously. The February meeting will just be a special meeting. The distinction between regular meetings and special meetings is that agenda items cannot be added during a special meeting.

Michael Russo noted for the record that he will not be present for the February or March meetings unless plans change on his end.

ADJOURNMENT: At 6:14 p.m., with no other business to discuss, Gary Laurito made a motion: **TO ADJOURN THE MEETING** – Seconded by Steven N. Wawruck, Jr.. Without further discussion, the motion passed unanimously.

Respectfully submitted,

Heather Kane
Recording Secretary