

# *Water Pollution Control Authority*

## **AGENDA**

**Community House, 46 Church Street, Branford, CT  
Regular Meeting  
Tuesday March 8, 2022 7:00 p.m.**

- 1. Roll Call**
- 2. Approval of Minutes- 2/8/2022**
- 3. Correspondence**
- 4. Approval of Vouchers**
- 5. Old Business**
  - a. 61 Burban Drive – tabled from 2/8/22**
- 6. Review, and if appropriate, approve WWTP Fiscal Year 23 Budget**
- 7. Review, and if appropriate, approve capital project transfers as recommended by the Finance Director**

The following transfer identifies unexpended balances from projects within the sewer reserve fund to finance new and existing projects at the plant.

### Fund 713 Sewer Reserve Fund

<u>From</u>		
71343030-16309	Septage Receiving Facility	100,000
71343030-17316	New Generator - WPC Facility	342,000
71343030-20313	Garage Expansion	766,000
71343030-21319	Gravity Belt Thickener	299,866
	Total	1,507,866
To:		
71343030-16310	D Box 2 Slide Gate Replacement	28,866
New Item	Replace Variable Drives (Plant)	135,000
New Item	Upgrade of Control and Data System	205,000
New Item	Replace UV Light Disinfection System	900,000
71343030-19317	Blowers & Secondary - WPC Facility	239,000
	Total	1,507,866

Transfers to Closeout Projects and Transfer Balance to Sewer Reserve Fund

The following transfer identifies unexpended balances from projects within the 700 fund. These balances will be transferred to the sewer reserve fund to finance future needs and limit the amount of future debt issued for the plant and collection system.

Fund 700 Capital Fund

<u>From</u>		
70043030-09309	Force Main Johnsons Point	100,000
70043030-14309	Septage Receiving Facility	140,000
70043030-11308	Wonderware and PC Upgrades	951
70043030-13309	HOMA Mixer	15,000
70043030-11309	EMU Mixer	8,550
70043030-12305	New Camera and Tractor	774
70043030-15312	SW-C Grit Classifier	86,650
<u>To:</u>		
70043030-599114	Transfer Out to Sewer Reserve Fund	351,925

**8. Reports:**

Superintendent  
Town Engineer  
WPCA Attorney

**Adjournment**

3/4/22

**WATER POLLUTION CONTROL AUTHORITY  
MINUTES  
REGULAR MEETING  
ZOOM MEETING  
TUESDAY, February 8, 2022  
7 P.M.**

Chairman Mark Winik called the meeting to order at 7:10 P.M.

**1. Roll Call:** Chairman Mark Winik, Kurt Uihlein, David Steinhardt and Joseph Herget

**Also Present:** Superintendent Brian Devlin, Town Engineer John Hoefflerle, and Assistant Town Engineer Jennifer Acquino

**Absent:** Mike Tamsin, Yvette Larrieu and Ryan Sullivan

**2. Approval of Minutes – January 11, 2022**

Motion to approve the minutes by Mr. Steinhardt, and seconded by Mr. Uihlein. Motion Carries.

**3. Correspondence:** none

**4. Sewer Access Applications:**

**a. 61 Burban Drive:** Mr. Hoefflerle gave a brief overview of the project. Thomas Knowlton, PE of SLR presented on behalf of the applicant. The project consists of converting the former Hopsice location to 58 efficiency and 1 one bedroom apartment. It is not clear how many unit existed previously. There is no information in the Town's files regarding the existing sewer connection, Mr. Knowlton stated that Vinny Beedle has performed a video inspection, however that information has not been submitted to the Town Engineer's office.

Motion to table the application made by Mr. Steinhardt, seconded by Mr. Uihlein, motion carries. Mr. Hoefflerle clarified that the applicant should submit the video inspection, flow information, information regarding the existing number of unit and a capacity study prior to the next meeting.

**b. 175 Cherry Hill Road:** Mr. Hoefflerle gave a brief overview of the project, a capacity study will be required. Christopher Juliano of Juliano Associates presented on behalf of the applicant the request to connect 11 new single family homes via a low pressure force main

system. The commission had discussions regarding how the low pressure system functions, which portions of the system the Town must maintain. Mr. Juliano explained he designed and installation for 51 units in another Town in early 2000 and is not aware of any problems with that install.

Motion to approve by Mr. Steinhardt subject to Town Engineer approval, subject to a capacity study and subject to a sewer agreement for a term not to exceed 5 years.  
Seconded by Mr. Uihlein, motion carries.

## **5. Reports:**

**a. Superintendent-Brian Devlin:** Took in 738,000 gallons of septic received, \$48,556 in revenue from the septic trucks, 96 lbs of nitrogen. Aeration mixer was replaced with a spare, 2 main pumps have been rebuilt and third one being done now typically this is done every 7 years. Working on the UV upgrade, existing model being discontinued. New generator working well at Pine Orchard station, main plant generator being delivered in the next 2 weeks. Septic receiving unit being delivered in March to get better revenue from the septic trucks.

**b. Town Engineer-John Hoefflerle:** WPCA budget to be submitted at the next meeting, Mr. Devlin, Mr. Hoefflerle, the finance director and First Selectman met to discuss the upcoming budget requests. Mrs. Acquino gave an update on the sewer main problem & correction at the new Aldi site. The commission requested the Town Engineer discuss the problem with Attorney Peter Berdon to see if we can receive any reimbursement from the state.

**c. WPCA Attorney- Peter Berdon:** not in attendance

**Public comment:** Mr. Peter Hentschel of the Coastal Vulnerability Working Group (CVWG), requested a member of the WPCA be responsible for completing the agendas for the joint group meeting on Feb 23<sup>rd</sup>. Mr. Hentschel has 4-5 items for the meeting. It was decided that Mr. Steinhardt will work on the agenda with CVWG. Other members of the WPCA are Mr. Uihlein and Ms. Larrieu.

## **6. Adjournment:**

Motion to adjourn by Mr. Uihlein, seconded by Mr. Steinhardt at 8:08 pm. Motion carries.

Respectfully submitted,  
Jennifer Acquino, Assistant Town Engineer

**SECTION D: EXPENDITURE JUSTIFICATION FORM**  
**FISCAL YEAR: 2022-2023**

Account Number			Subtotal/	Line Item
ORG	Object	Explanation & Method of Calculation	Component	Total
21043030	517000	REGULAR WAGES & SALARIES		1,149,467
		Plant Superintendent (increase 2.25% determined by 1st Selectman )	116,464	
		Operations Manager	89,717	
		Administrative Assistant	58,344	
		Lab Technician	69,731	
		Electrician	67,308	
		Process Plant Chief	71,555	
		Process Operators (2)	134,170	
		Mechanic	67,085	
		Collection System Crew Chief	71,555	
		Collection System Maintainers (6)	391,538	
		Auto Mechanic Differential	12,000	
21043030	518000	OVERTIME		
		Scheduled Weekend/Holiday Overtime	86,593	155,861
		Emergency, Storm and Unanticipated Call Back - Plant & Pump Stations	69,268	
21043030	518500	SPECIAL DETAIL		10,000
21043030	519020	LONGEVITY (Based on current contract & staffing)		6,000
21043030	519025	EDUCATION INCENTIVE (Based on current certifications)		5,000
21043030	519040	ACCRUED PAYROLL EXPENSE (1 Day)		4,421
		<b>TOTAL PERSONNEL SERVICES</b>		<b>1,330,749</b>

**65.1**

**SECTION D: EXPENDITURE JUSTIFICATION FORM**  
**FISCAL YEAR: 2022-2023**

Account Number			Subtotal/	Line Item
ORG	Object	Explanation & Method of Calculation	Component	Total
21043030	520000	FRINGE BENEFITS		747,609
21043030	526100	UNIFORM & CLOTHING		16,000
21043030	533280	CONSULTING SERVICES		25,000
21043030	533300	PROFESSIONAL DEVELOPMENT		6,000
21043030	533910	ENVIRONMENTAL TESTING		58,000
21043030	544100	UTILITIES- WATER, GAS, ELECTRIC		753,032
		Electricity	667,583	
		Water	15,449	
		Natural Gas	70,000	
21043030	544110	FUEL OIL		4,000
21043030	544300	PURCHASED SERVICES: REPAIRS & MAINTENANCE		430,500
		Service Contracts	34,000	
		Equipment Repairs & Maintenance	315,000	
		Sewer Line Repairs & Maintenance	81,500	

**65.2**

**SECTION D: EXPENDITURE JUSTIFICATION FORM**  
**FISCAL YEAR: 2022-2023**

Account Number			Subtotal/	Line Item
ORG	Object	Explanation & Method of Calculation	Component	Total
21043030	544351	PUMP OUT SERVICES		45,000
21043030	544352	SLUDGE DISPOSAL		725,000
		Sludge	645,000	
		Grit, Scum, and Screen	80,000	
21043030	555300	COMMUNICATIONS		18,500
21043030	555320	POSTAGE		7,000
21043030	555400	ADVERTISING , PRINTING , BINDING		8,000
21043030	566100	OFFICE SUPPLIES		2,000
21043030	566930	CHEMICALS		55,000
		Sodium Hypochlorite Chlorine (for odor control)	11,000	
		Sodium Hydroxide (for odor control)	11,000	
		Polymer	22,000	
		Potassium Permanganate	6,000	
		Carbon Absorption System	5,000	
21043030	579150	TECHNOLOGY EQUIPMENT		3,000

**65.3**

**SECTION D: EXPENDITURE JUSTIFICATION FORM**  
**FISCAL YEAR: 2022-2023**

[illegible]

## 65.4



**SECTION D: EXPENDITURE JUSTIFICATION FORM**  
**FISCAL YEAR: 2022-2023**

Account Number			Subtotal/	Line Item
ORG	Object	Explanation & Method of Calculation	Component	Total
21043030	599110	TRANSFER TO CAPITAL FUND		150,000
		Generator and Transfer Switch Program	50,000	
		Sewer Line and Manhole Repair	50,000	
		Submersible Pump Station Repair/Rebuild	50,000	
21043030	599114	TRANSFER TO SEWER RESERVE FUND		225,000
		Annual Contribution to Sewer Reserve Fund	225,000	
21043030	599131	TRANSFER TO WPCA APPARATUS FUND		75,000
		Annual Contribution to WPCA Apparatus Fund	75,000	
		<b>TOTAL OPERATING TRANSFERS</b>		<b>450,000</b>
		<b>TOTAL REQUESTED BUDGET</b>		<b>4,797,890</b>

**65.5**

**SECTION E: CAPITAL PROCUREMENT PLAN**  
**FISCAL YEARS: 2022-23 THROUGH 2026-27**

Project	Priority	Category	2022-23 Requested	2023-24 Estimated	2024-25 Estimated	2025-26 Estimated	2026-27 Estimated
P.S.Gen & Transfer switch Program	1	equip	50,000	25,000	25,000	25,000	25,000
Sewer Line & Manhole Repairs	1	other	50,000	50,000	50,000	50,000	50,000
Submerse Pump Stat. Repair/Rebuild	1	other	50,000	50,000	50,000	50,000	50,000
WPCA Apparatus Fund Appropriation	1	equip	75,000	75,000	75,000	75,000	75,000
Sewer Reserve Fund Appropriation			225,000	225,000	225,000	225,000	225,000
<b>Totals</b>			450,000	425,000	425,000	425,000	425,000

R = Rolling Stock  
E = Equipment  
O = Other

**Five Year Total**

**2,150,000**

**65.6**

**FORM F: CAPITAL PROJECTS REQUEST FORM  
FOR MAJOR CAPITAL PROJECTS  
FISCAL YEAR: 2022-2023**

Department:	<u>Water Pollution Control</u>	Purpose of project request (Check one)
Project Title:	<u>P.S. Generator &amp; Transfer Switch Program</u>	<input type="checkbox"/> Add new item to program
Priority Number:	<u>#1</u>	<input checked="" type="checkbox"/> Continuation of a previously adopted project
Location (Attach map if necessary)	<u></u>	<input type="checkbox"/> Modification of project already adopted in program
		Year Approved <u>                    </u>
<p>Description: Over the next five years we anticipate replacing outdated generators at Squire Hill, Frank Street, Blocks and Dominican Pump Stations. The replacement locations may have to be amended based upon emergency repairs but this is our anticipated plan.</p> <p>Generators are all twenty years old or older so parts are getting hard to find and the generators have served it's useful life.</p> <p><b><i>We also plan to add generators to all of the smaller submersible pump stations that do not have them now.</i></b></p>		

Cost and Recommended Source of Financing

Budget Fiscal Year	2022-23		2023-24		2024-25		2025-26		2026-27
Town	25,000		25,000		25,000		25,000		25,000
State									
Federal									
Other									

Total	25,000	25,000	25,000	25,000	25,000
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**65.7**

**FORM F: CAPITAL PROJECTS REQUEST FORM  
FOR MAJOR CAPITAL PROJECTS  
FISCAL YEAR: 2022-2023**

Department:	<u>Water Pollution Control</u>	Purpose of project request (Check one)
Project Title:	<u>Sewer Line &amp; Manhole Repair</u>	<input type="checkbox"/> Add new item to program
Priority Number:	<u>#2</u>	<input checked="" type="checkbox"/> Continuation of a previously adopted project
Location (Attach map if necessary)	<u></u>	<input type="checkbox"/> Modification of project already adopted in program
		Year Approved <u>                    </u>
Description:	<p>The structural rehabilitation of manholes and sewer lines was part of the consent decree.          Manholes and sewer lines in various locations need continued rehabilitation.          EXAMPLE: Manholes and sewer lines in marshy areas of town need sealing or relining          EXAMPLE; Pump station force mains are aging and will need repair or replacing.</p>	

**Cost and Recommended Source of Financing**

Budget Fiscal Year	2022-23		2023-24		2024-25		2025-26		2026-27
Town	50,000		50,000		50,000		50,000		50,000
State									
Federal									
Other									
Total	50,000		50,000		50,000		50,000		50,000

**65.8**

**FORM F: CAPITAL PROJECTS REQUEST FORM  
FOR MAJOR CAPITAL PROJECTS  
FISCAL YEAR: 2022-2023**

Department:	<u>Water Pollution Control</u>	Purpose of project request (Check one)
Project Title:	<u>Submersible Pump Station Repair/Rebuild</u>	<input checked="" type="checkbox"/> Add new item to program
Priority Number:	<u>#3</u>	<input type="checkbox"/> Continuation of a previously adopted project
Location (Attach map if necessary)	<u></u>	<input type="checkbox"/> Modification of project already adopted in program
		Year Approved <u>                    </u>
<p><b>Description:      <b>FY 2022-23</b></b></p> <p>Branford has a total of 50 pump stations and 19 submersible stations in town that were built in the 1980's that are in need of upgrades, mechanical and electrical. Much work has been done on the system but more is needed to keep the stations running smoothly and with no sewer bypass in the future.</p>		

**Cost and Recommended Source of Financing**

Budget Fiscal Year	2022-23		2023-24		2024-25		2025-26		2026-27
Town	50,000		50,000		50,000		50,000		50,000
State									
Federal									
Other									

Total	50,000	50,000	50,000	50,000	50,000
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**65.9**

**FORM F: CAPITAL PROJECTS REQUEST FORM  
FOR MAJOR CAPITAL PROJECTS  
FISCAL YEAR: 2022-2023**

Department:	<u>Water Pollution Control</u>	Purpose of project request (Check one)
Project Title:	<u>WPCA Apparatus Fund</u>	<input type="checkbox"/> Add new item to program
Priority Number:	<u>#1</u>	<input checked="" type="checkbox"/> Continuation of a previously adopted project
Location (Attach map if necessary)		<input type="checkbox"/> Modification of project already adopted in program
		Year Approved <u>                    </u>
<p><b>Description:</b>      The Water Pollution Control Authority is looking to create a sinking fund to help smooth budget appropriations and user fee requirements over multiple fiscal years to cover the costs of department vehicles and large equipment purchases. Please see attached sinking fund plan.</p>		

**Cost and Recommended Source of Financing**

Budget Fiscal Year	2022-23		2023-24		2024-25		2025-26		2026-27
Town	75,000		75,000		75,000		75,000		75,000
State									
Federal									
Other									

Total	75,000	75,000	75,000	75,000	75,000
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65.10

**FORM F: CAPITAL PROJECTS REQUEST FORM  
FOR MAJOR CAPITAL PROJECTS  
FISCAL YEAR: 2022-2023**

Department:	<u>Water Pollution Control</u>	Purpose of project request (Check one)
Project Title:	<u>WPCA Apparatus Fund</u>	<input type="checkbox"/> Add new item to program
Priority Number:	<u>#1</u>	<input checked="" type="checkbox"/> Continuation of a previously adopted project
Location (Attach map if necessary)		<input type="checkbox"/> Modification of project already adopted in program
		Year Approved <u>                    </u>
<p><b>Description:</b>      The Water Pollution Control Authority is looking to create a sinking fund to help smooth budget appropriations and user fee requirements over multiple fiscal years to cover the costs of department vehicles and large equipment purchases. Please see attached sinking fund plan.</p>		

**Cost and Recommended Source of Financing**

Budget Fiscal Year	2022-23		2023-24		2024-25		2025-26		2026-27
Town	75,000		75,000		75,000		75,000		75,000
State									
Federal									
Other									

<b>Total</b>	75,000	75,000	75,000	75,000	75,000
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65.11

## Town of Branford

### WPCA Apparatus Fund

<u>Description</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-2024</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-2027</u>	<u>2027-2028</u>
<b>Resources</b>							
Opening Balance	\$294,553	\$228,023	\$303,023	\$253,023	\$128,023	\$203,023	\$278,023
Budgeted Appropriation	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Total Resources	\$369,553	\$303,023	\$378,023	\$328,023	\$203,023	\$278,023	\$353,023
<b>Expenditures</b>							
Pump Out Truck	\$141,530						
Camera Truck Rebuild			\$125,000				
Pickup Truck		\$50,000		\$50,000			\$50,000
Easemenet Equipment				\$150,000			
Total Expenditures	\$141,530		\$125,000	\$200,000			\$50,000
Closing Balance	\$228,023	\$303,023	\$253,023	\$128,023	\$203,023	\$278,023	\$303,023

*Balance will remain in sinking fund to offset cost of future needs*



**FORM G: ESTIMATED REVENUE**  
**FISCAL YEAR: 2022-2023**

Revenue Source	2020-2021 Actual Revenues	2021-2022 Estimated Revenues	2022-2023 Estimated Revenues
Delinquent Sewer Utility Fees	68,346	80,000	80,000
Lien Fees	14,479	10,000	10,000
Returned Check Fees	40	100	100
Sewer Utility Fees	2,167,476	2,287,633	2,991,537
Nitrogen Reduction Program	24,152	100,000	100,000
Town of North Branford	359,211	301,221	301,221
Pump Out Services	1,436	1,500	1,500
Misc. Septic Waste from area	743,024	550,000	550,000
Delinquent Interest	39,037	35,000	35,000
General Fund Transfer	624,662	644,869	600,000
Interest on Investments	15,492	10,000	10,000
Sale of Town Property		0	0
Misc. Income		0	0
Fund Balance Brought Forward		598,619	118,532
Totals	4,057,355	4,618,942	4,797,890

Explanation of major variances if any:

The nitrogen reduction program run by the State DEEP is not funded by the state any more. Only permit holders now funded through the buying and/or selling of nitrogen credits.

# OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT

1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405



TEL: (203) 488-8394  
FAX: (203) 315-3736  
[www.branford-ct.gov](http://www.branford-ct.gov)

Date: March 2, 2021

To: Brian Devlin  
Superintendent, WWTP

From: James P. Finch  
Finance Director

Re: Transfers and resolutions to support capital needs

As a follow up to our budget meeting with the First Selectman in which we discussed your changing capital needs and priorities, I have developed the following capital plan for your use in presenting these items to your board. I will rely on you to communicate the merits and specifics of each project.

## Transfers to Closeout Projects and Fund Improvements at the Plant

The following transfer identifies unexpended balances from projects within the sewer reserve fund to finance new and existing projects at the plant.

### Fund 713 Sewer Reserve Fund

From		
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70043030-11309	EMU Mixer	8,550
70043030-12305	New Camera and Tractor	774
70043030-15312	SW-C Grit Classifier	86,650
To:		
70043030-599114	Transfer Out to Sewer Reserve Fund	351,925

It my hope that your board will review and approve these transfer requests so that they can be acted on by the Board of Finance and RTM in future months.

Cc J. Cosgrove  
J. Hoefflerle  
K. LaBanca