LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
SPECIAL MEETING
NOTE LOCATION CHANGE
Town Hall Annex, 80 Doyle Road, Bantam
Tuesday, October 26, 2021 ~ 2:30 p.m.

CALL TO ORDER: Chairman D. Wilson called the special meeting to order at 2:35 p.m.

ROLL CALL: WPCA members David Wilson, W. Buckley, Sky Post, C. Bratina, D. Geiger and J. Koser. T. Donoghue, Plant Superintendent was present as well as two representatives of Woodard & Curran and members of the public.

SEATING ALTERNATES: Sky Post was seated by the Chairman as a regular voting member.

MINUTES: None

BUSINESS

1) Woodard & Curran Scope of Services: Attending from Woodard & Curran were Michael Headd, PE, Sr. Client Manager and Principal, and Tom Schwartz, Project Manager. Mr. Headd presented the scope of services with fee schedule. D. Wilson expressed surprise with the cost. He also observed that recent facilities plans have the change in TR-16 that requires 500-yr. flood elevation, and this was low in their order of presentation. Mr. Headd did admit it was a big part of the scope. Also, Mr. Wilson said they will need some field verification of the as-builts if using them as the resource for existing structures for the hydraulic profile. W. Buckley said he is hesitant to go forward without getting other prices. Mr. Headd said that they approached the assignment keeping in mind available Clean Water Funding (CWF) funding and with DEEP in mind, knowing they would want to know viable alternatives analysis. W. Buckley asked if they would do a report and review after each task section is completed, and Mr. Headd said there would be some parallel work between task sections. He can send out a schedule of its Technical Memo ahead to review with the group. C. Bratina said the monthly bill should show hours spent on each task, which would also include a work summary that would be helpful to the Commission. W. Buckley would like a report on each section completed under each task so they could review and digest a little at a time. Regarding the cost, C. Bratina said he noticed it included $56,000 for the potential Woodridge Lake sanitary district evaluation, which would bring our cost down on something we would expect Woodridge Lake to pay for that would be pertinent to them. He did think the $45,475 for evaluation of energy efficiency alternatives seemed high, but the hourly rates overall seemed competitive. He noted the total $410,900 is only an estimate. Mr. Headd agreed that if they don’t use the estimated labor hours, we would not be billed. Possible funding from DEEP was discussed with no immediate possibilities. With a defined project, they will keep an eye out for grants. T. Donoghue asked if this scope of work would qualify for a Clean Water Fund grant, as it is not called a facilities plan. Mr. Headd said it is structured that way to check off the boxes required for a facilities plan in order to keep that door open. This engineering study does not need to be a complete plant evaluation to qualify as a facilities plan. We should not have any issues calling it an engineering study. They estimate 9 months or 270 days for completion of this work and will get a timeline to us. W. Buckley confirmed that the analysis should be wholly separate from any consideration of Woodridge Lake, with that section being completely separate. Upon question by S. Post, it was confirmed that the report will show data on multiple size flows into the plant. They agreed not to start on Task 6, Woodridge Lake, until the rest is complete for the Litchfield facility. Helpful information
was shared with Woodard & Curran on our plant and collection system, and questions were asked of them. They will better articulate delivery schedule, tighten up the scope with the funding/financial/energy information, and will get back to us. We will use our contract agreement with insurance. Another special meeting will be held on this rather than combining it with a regular meeting. W. Buckley suggested a hybrid meeting with Zoom component. T. Donoghue mentioned they are securing bids on several items ahead to be ready for projects submitted for the ARPA funds, if approved at Town Meeting in January.

2) Adjournment: Motion: W. Buckley moved to adjourn at 3:53 p.m. and C. Bratina seconded. All voted aye and the motion carried.

Ann D. Combs
Recording Secretary