



Chairman
Ed Lynch

TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Water Pollution Control Authority

~ AGENDA ~

Regular Meeting

Tuesday, October 24, 2023

7:00 PM

Council Chambers - Hybrid

REMOTE MEETING INFORMATION

Meeting ID: 848 3037 7122

Passcode: 253571

Zoom Meeting Link:

<https://us06web.zoom.us/j/84830377122?pwd=bzwpP6nmbyO0hU9XDv6Pbb6aGa80u94.1>

Dial by your location:

+1 646 558 8656 US (New York)

I. CALL TO ORDER

II. ROLL CALL

III. APPOINTMENT OF ALTERNATES

IV. PLEDGE OF ALLEGIANCE

V. RESIDENTS & PROPERTY OWNERS COMMENTS

VI. REVIEW AND APPROVAL OF MINUTES

1. Motion to APPROVE Regular Meeting Minutes from September 26, 2023, as written.

Attachments: [WPCA minutes 9-26-23](#)

VII. COMMUNICATIONS AND CORRESPONDENCE

1. Operations Report.

Attachments: [9 - Ledyard Water Systems Monthly Report - September 2023](#)

2. Service Correspondence.

Attachments: [WPCA_current_liens](#)

3. Aged Reports/Finance.

4. Year to Date Water/Sewer Report.

5. PSR - Steve Banks.

VIII. OLD BUSINESS

1. Inspection of the Holmberg Tank quote.

Received a new quote and it is the same as what was voted on.

Attachments: [16805 Fairway ROV Inspection](#)

2. Cost of Service quote review and discussion.

Attachments: [Ledyard WPCA - Cost of Service Quote & General Information Request](#)
[WPCA - capital funds - discussion](#)

3. Any Other Old Business to come before the Authority.

IX. NEW BUSINESS

1. Discussion and possible vote regarding excess funds being put into a capital or other account at the end of each year.

2. Motion to APPROVE 2024 WPCA Meeting dates as written.

Attachments: [WPCA meeting schedule 2024](#)

3. Any Other New Business to come before the Authority.

X. ADJOURNMENT

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2197

Agenda Date: 10/24/2023

Agenda #: 1.

MINUTES

Minutes:

Motion to APPROVE Regular Meeting Minutes from September 26, 2023, as written.



TOWN OF LEDYARD

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Water Pollution Control Authority Meeting Minutes

Chairman
Ed Lynch

Regular Meeting

Tuesday, September 26, 2023

7:00 PM

Council Chambers - Hybrid

I. CALL TO ORDER

Chairman Lynch called the meeting to order at 7:00 p.m.

II. ROLL CALL

Present Board Member Sharon Wadecki
Board Member Terry Jones
Board Member Stanley Juber
Board Member Edmond Lynch
Alternate Member James A. Ball
Excused Board Member Monir Tewfik
Non-voting Alternate Member Tony Capon
Alternate Member Jeremy Norris

Jeremy Norris was present via Zoom.

Also in attendance:
Bill Saums, Town Councilor
Mauricio Duarte, GU General Foreman Water Operations

III. APPOINTMENT OF ALTERNATES

Jim Ball was appointed as a voting member.

IV. PLEDGE OF ALLEGIANCE

V. RESIDENTS & PROPERTY OWNERS COMMENTS

None present.

VI. REVIEW AND APPROVAL OF MINUTES

1. Motion to APPROVE Regular Meeting Minutes from August 22, 2023, as written.

Ms. Wadecki asked a question regarding the minutes. According to the minutes the Finance Committee granted a bid waiver to Utility Financial Solutions but it was tabled in the vote under New Business. Chairman Lynch said the minutes were correct that the Authority decided during

the discussion not to hold a vote. Ms. Wadecki asked why, it was answered that it was decided to budget for the study in the next fiscal year.

Mr. Jones suggested adding a friendly amendment to the minutes acceptance as follows:

- Service Correspondence under VII. Communications and Correspondence: remove "Discuss existing liens with Groton Utilities (car wash at Village Market)".

- Cost of Service quote review and discussion under VIII Old Business: remove "tabled from 8/22" and add " No action taken; the decision was made not to take action at this time and to budget the bonding for the analysis in the next fiscal year".

RESULT: APPROVED AND SO DECLARED

MOVER: Edmond Lynch

SECONDER: Sharon Wadecki

AYE 5 Wadecki Jones Juber Lynch Ball

EXCUSED 1 Tewfik

VII. COMMUNICATION AND CORRESPONDENCE

1. Operations Report.

The Ledyard Center third quarter testing results were reviewed. The results stated that the running annual average is compliant.

Chairman Lynch asked why an OEL report was filed in September if the running numbers were compliant. Maurice Duarte, Groton Utilities said that, if the numbers don't go down, they will be over in the next quarter requiring an OEL report.

Blending of raw water is still taking place to reduce THMs.

Flushing will continue through October until reduced water temperatures decrease the production of THMs in the water systems.

Mr. Jones asked if something was omitted from the reports explaining what the six bullets were under distribution. In other words, the heading of the bullets is missing. Mr. Duarte wasn't sure.

RESULT: DISCUSSED

2. Service Correspondence.

Discuss existing liens with Groton Utilities (car wash at Village Market)-

Chairman Lynch said there is a process that may be broken. He said he received a couple of emergency phone calls from people trying to close on properties but couldn't until the water liens were paid. Previously the liens were paid off through the Town Council but they should be paid through Groton Utilities. He was able to help the callers. One of them was for the car wash at Village Market. Chairman Lynch asked if GU could provide the WPCA a list of liens. He also

would like to know if tie in fees were paid. There was some confusion as to whether the car wash would use wells or city water. Mr. Duarte said it would be city water but added that there are old wells on the property. Mr. Jones said there will need to be discussions on rules for permissible cross connections. He added that hardware changes may be required.

Discussion was had as to where lien lists should reside and how they should be handled. Mr. Jones said the lien process should be defined to explain who will get involved when a closing occurs and a lien comes up. Ms. Wadecki added that the Town Clerk's office should have the liens listings available.

ACTION ITEM: Chairman Lynch will ask Ms. Daniels for a list of outstanding liens.

RESULT: DISCUSSED

3. Aged Reports/Finance.

Everything looks normal. No questions.

RESULT: DISCUSSED

4. Year to Date Water/Sewer Report.

No red flags.

ACTION ITEM: Chairman Lynch will ask Mr. Stammel, Finance Director for a year end water/sewer reports.

RESULT: DISCUSSED

5. PSR - Steve Banks.

The motor starter was delivered and installed.

The system is running successfully, employees no longer have to go underground for repair or maintenance.

The WPCA will need to ask for an additional \$5000.00 to integrate the SCADA system alarms into the existing pump station alarms.

RESULT: DISCUSSED

VIII. OLD BUSINESS

1. Inspection of the Holmberg Tank quote.

Received new quote and it is the same as what was voted on.

There are three estimates. The Corrttech estimate was much more thorough than the other two received. The Corrttech estimate is for \$3,336.00. Chairman Lynch asked Mr. Duarte if GU has experience with Corrttech, he replied yes, they have inspected a few tanks previously. Chairman Lynch said he would like to use Corrttech. The assessment report is a separate fee included with the estimate. Mr. Duarte commented that Corrttech provides very detailed reports. The

Commissioners agreed that using a ROV would be better than using a dive team for the inspection. Mr. Duarte added that the ROV video would be clearer than a dive team video. Mr. Saums said the terms and conditions should be read over carefully because they are written in favor of Corrttech. It was said that GU has used Corrttech previously and since it is not a high-cost job it's less risky. Chairman Lynch asked if Corrttech would be under GU's supervision while the inspection is taking place, he said yes.

Motion to ACCEPT the Corrttech estimate of \$3,336.00 using funds from the Holmberg tank CNR account.

RESULT: APPROVED AND SO DECLARED

MOVER: Edmond Lynch

SECONDER: Sharon Wadecki

AYE: 5 Wadecki Juber Juber Lynch Ball

NAY: 1 Jones

EXCUSED: 1 Tewfik

Mr. Jones pointed out that the Corrttech quote was dated April 18, 2023, and states, "Project pricing is valid for 60 days" and the 60-day window is now gone. Also, the quote is a part of a much larger proposal which the Authority is not ready to move forward with. After further discussion it was decided to rescind the vote, obtain a second more concise quote from Corrttech (for just the tank inspection) and to table the motion until the second quote is received.

Mr. Duarte said he will obtain a second quote from Corrttech.

Motion to RECONSIDER.

RESULT: APPROVED AND SO DECLARED

MOVER: Sharon Wadecki

SECONDER: Stan Juber

AYE: 5 Wadecki Jones Juber Lynch Ball

EXCUSED: 1 Tewfik

Motion to TABLE the Corrttech estimate vote until a new quote is received.

RESULT: APPROVED AND SO DECLARED

MOVER: Sharon Wadecki

SECONDER: Stanley Juber

AYE 5 Wadecki Jones Juber Lynch Ball

EXCUSED 1 Tewfik

- 2. Any Other Old Business to come before the Authority.

Since Ms. Wadecki was excused from the August meeting, she asked to discuss the Cost of Service Study further to help her understand why it was decided to wait until next the fiscal year to fund the study. Mr. Norris asked if funds were available to go forward with it now, Chairman Lynch said yes. He explained that the funds aren't necessarily the issue but rather which account to use for sourcing the funds (Capital Budget or Operating Expense Budget). The Commissioners agreed to wait until they could get a detailed report from Ian Stammel, Assistant Finance Director showing exactly how much is available in each of the WPCA account line items.

It was also mentioned that although the original intention was to wait until the FY 24-25 perhaps the Cost of Service Study should be done at the same time GU is doing their study (current fiscal year).

ACTION ITEM:

Chairman Lynch will ask Mr. Stammel to provide WPCA account reports.

This discussion will be continued during the October 24, 2023, meeting.

IX. NEW BUSINESS

- 1. Motion to APPROVE payment of Groton Utilities invoice #23594, dated August 31, 2023, in the amount of \$2,301.55, for labor through August 20,2023.

Chairman Lynch asked what specifically the invoice was for. Mr. Duarte said the charges were for lead service inventory. GU is almost done with inventory. The next step is to work with a firm that GU hired that will make a model of all the unknowns and work with DPH to see which pipes will need to be dug up and evaluated for lead. The unknowns are the Highlands and Richard Road in Gales Ferry. An evaluation of the piping on both the customer and WCPA side made need to be performed.

RESULT: APPROVED AND SO DECLARED

MOVER: Edmond Lynch

SECONDER: Sharon Wadecki

AYE 5 Wadecki Jones Juber Lynch Ball

EXCUSED 1 Tewfik

- 2. Motion to APPROVE payment of Groton Utilities invoice #23551, dated July 31, 2023, in the amount of \$1,832.48, for services through July 23,2023.

Chairman Lynch said it appears that this invoice is also for lead service inventories. Mr. Duarte confirmed.

RESULT: APPROVED AND SO DECLARED

MOVER: Edmond Lynch

SECONDER: Sharon Wadecki

AYE 5 Wadecki Jones Juber Lynch Ball

EXCUSED 1 Tewfik

- 3. Weston and Samson - discussion and possible vote on their involvement in the bid process and construction supervision, depending on which contractor is selected on the sewer line in the multi- use trail.

Chairman Lynch said the bid service was not part of the original design. He stressed that the funding for this amendment will come from federal ARPA money. Ms. Wadecki asked if the cost of the bid service is \$12,000. Chairman Lynch confirmed \$12,000, which is shown as task 2.10. Chairman Lynch said he anticipates one more task to be added to the project which would be the task of supervising the construction.

Mr. Jones pointed out several typos in the bid service PDF which will need to be noted during the motion. The typos included spelling "WPCA" wrong and referring to "following article 210" instead of "following article 209". The Commissioners referred to the previous agreement table 5.1 to confirm that the new task number should be 210.

Chairman Lynch read the following taken from amendment no 2:

The ENGINEER shall provide bidding services for the low pressure sewer extension to the Ledyard Village Center. The length of the bidding is presumed to be 30 days plus additional time necessary for the Town to execute a contract with the lowest responsive bidder.

- A. Assist the WPCF* in advertising for bids.
- B. Prepare for and attend one pre-bid conference.
- C. Issue one (1) addendum as necessary to clarify, modify, or change the Bid Documents.
- D. Attend bid opening (if needed) for the construction contract.
- E. Review bids and prepare bid tabulation.
- F. Review the qualifications of the apparent low bidder(s) as to the acceptability of subcontractors, suppliers and other persons and entities proposed by Contractor for those portions of the work as to which such acceptability compliance with contract requirements.
- G. Report on the results of the reviews and issue a recommendation to the WPCF*.

*Typos that will need to be corrected.

Chairman Lynch said the assumption is that W&S will finish the bid process this fall and start construction in spring 2024.

Motion to APPROVE Amendment no 2 to the Agreement of Engineering Services between the Town of Ledyard and Weston & Samson for Ledyard Center Sewer after corrections to change "WPCF" to "WPCA" throughout the document and new section 2.10 should be changed to follow 2.09, not 2.10.

RESULT: APPROVED AND SO DECLARED

MOVER: Stanley Juber

SECONDER: Terry Jones

AYE 4 Jones Juber Lynch Ball

NAY 1 Wadecki

EXCUSED 1 Tewfik

4. Any Other New Business to come before the Authority.

X. ADJOURNMENT

Motion to ADJOURN the Regular Meeting at 8:53 p.m.

RESULT: APPROVED AND SO DECLARED

MOVER: Sharon Wadecki

SECONDER: Edmond Lynch

AYE 5 Wadecki Jones Juber Lynch Ball

EXCUSED 1 Tewfik

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TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1536

Agenda Date: 10/24/2023

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Operations Report.

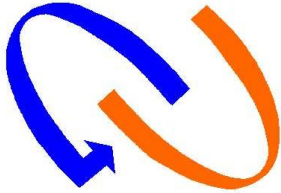
Attended a meeting with GU on LSLI.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



GROTON UTILITIES

**Subject: Ledyard Water Systems
Monthly Report: September 2023**

To: Ed Lynch, WPCA Chairman
Cc: Mark Biron, GM Operations
Joseph Pratt, Manager Water & Wastewater

From: Mauricio Duarte

Date: October 17, 2023

Water Operations and Maintenance Monthly Report and Updates for September 2023.

Operations:

- Daily rounds of all systems
- Operation and maintenance
- Manage water storage tanks

Laboratory:

- Distribution system sample testing per CTDPH schedule (microbiological & physical analyses). All results met CTDPH standards.
- Submitted results of monthly microbiological & physical analyses to CTDPH via CMDP (Compliance Monitoring Data Portal) as required.
- Completed data entry and e-mailed all required monthly forms to CTDPH.
- Blending of raw water sources at the Groton WTP continues to reduce total organic carbon, thereby reducing the THMs leaving the WTP, and helping to reduce THMs in the Ledyard Center and Gales Ferry systems. Blending both Smith Lake and Production Well #3 into Poquonnock Reservoir continues to reduce TOCs at the WTP, and out into the distribution system.

- Routine weekly flushing of specific hydrants and blow-offs continues to be conducted to lower water age in both the Ledyard Center and Gales Ferry systems, as part of our efforts to maintain the lowest THM levels possible in both systems. We continue to operate standpipes at the broadest fill/drain cycles which are safely possible, in order to keep water in the standpipes as fresh as possible and reduce water age.
- Ledyard Center fourth quarter THMs and HAA5s will be collected in October.
- Preparations are being made to do biannual lead and copper testing in Ledyard Center (40 samples), also in October.

Distribution:

- Repaired the shut off valve and box at Powder Horn Lane.
- Daily tank inspections and call before you dig mark outs.
- Replaced fire hydrant #42 at the intersection of Route 12 and Christy Hill Road. Fire Department called it in because it wasn't working while they were doing their training.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1680

Agenda Date: 10/24/2023

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Service Correspondence.
Received a list of liens.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Daniels, Tina <danielst@grotonutilities.com>

To:

water pollution control authority

Mon 10/2/2023 8:07 AM

Good Morning, we currently only have 15 properties with liens. Total dollar amount is under 10,000.00 owed. Below are the two addressed with the large portion. No one property is over \$300.00 and have payment arrangements.

- 66 Meetinghouse - \$3,400.00 (paying 200.00 every other week.)
- 113 Meetinghouse - \$4,900.00 (water leak – no one resided at the location)

| ADDRESS | WATER | SEWER |
|-----------------------|-------|-------|
| 40 BLACKSMITH DRIVE | X | |
| 40 BLACKSMITH DRIVE | | X |
| 143 GALLUP HILL ORAD | X | |
| 4 CHESTNUT LANE | X | X |
| 57 HURLBUTT ROAD | X | |
| 10 LORENZ PARKWAY | X | |
| 52 MEETINGHOUSE LANE | X | |
| 52 MEETINGHOUSE LANE | | X |
| 66 MEETINGHOUSE LANE | X | |
| 66 MEETINGHOUSE LANE | | X |
| 99 MEETINGHOUSE LANE | X | |
| 99 MEETINGHOUSE LANE | | X |
| 113 MEETINGHOUSE LANE | X | |
| 113 MEETINGHOUSE LANE | | X |
| 118 MEETINGHOUSE LANE | X | |
| 118 MEETINGHOUSE LANE | | X |
| 42 MILITARY HWY. | X | |
| 127 MILITARY HIGHWAY | X | |
| 15 NAOMI DRIVE | X | |
| 6 SOUTH GLENWOODS RD | X | |

Tina M Daniels

General Manager | Customer Service





TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1681

Agenda Date: 10/24/2023

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Aged Reports/Finance.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1682

Agenda Date: 10/24/2023

Agenda #: 4.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Year to Date Water/Sewer Report.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1838

Agenda Date: 10/24/2023

Agenda #: 5.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

PSR - Steve Banks.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



File #: 23-1998

Agenda Date: 10/24/2023

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Inspection of the Holmberg Tank quote.

Received a new quote and it is the same as what was voted on.

Background:

From the September 26, 2023, meeting:

There are three estimates. The Corrttech estimate was much more thorough than the other two received. The Corrttech estimate is for \$3,336.00. Chairman Lynch asked Mr. Duarte if GU has experience with Corrttech, he replied yes, they have inspected a few tanks previously. Chairman Lynch said he would like to use Corrttech. The assessment report is a separate fee included with the estimate. Mr. Duarte commented that Corrttech provides very detailed reports. The Commissioners agreed that using a ROV would be better than using a dive team for the inspection. Mr. Duarte added that the ROV video would be clearer than a dive team video. Mr. Saums said the terms and conditions should be read over carefully because they are written in favor of Corrttech. It was said that GU has used Corrttech previously and since it is not a high-cost job it's less risky. Chairman Lynch asked if Corrttech would be under GU's supervision while the inspection is taking place, he said yes.

Motion to ACCEPT the Corrttech estimate of \$3,336.00 using funds from the Holmberg tank CNR account.

Mr. Jones pointed out that the Corrttech quote was dated April 18, 2023, and states, "Project pricing is valid for 60 days" and the 60-day window is now gone. Also, the quote is a part of a much larger proposal which the Authority is not ready to move forward with. After further discussion it was decided to rescind the vote, obtain a second more concise quote from Corrttech (for just the tank inspection) and to table the motion until the second quote is received.

Mr. Duarte said he will obtain a second quote from Corrttech.

Motion to RECONSIDER.

Motion to TABLE the Corrttech estimate vote until a new quote is received.

Department Comment/Recommendation:

(type text here)



October 9, 2023

Mauricio Duarte
Groton Utilities
295 Meridian Street
Groton, CT 06340

**RE: ROV Inspection of Gales Ferry
Fairway Drive Tank
CorrTech Proposal No. 16805**

Dear Mr. Duarte:

CorrTech, Inc. is pleased to provide this proposal for inspection requirements for the following water storage tank;

Fairway Drive Hydropillar

The main focus of this project is to evaluate the condition of the tanks and provide specific recommendations that will allow the owner to maximize the serviceable life and provide information for possible modifications and rehabilitation to improve operational effectiveness or replacement.

PROJECT SCOPE

Comprehensive Tank Evaluations by ROV (Remotely Operated Vehicle)

CorrTech proposes a thorough inspection of the tank(s) in accordance with AWWA D101-53 (R1986) "Inspecting and Repairing Steel Water Tanks, Standpipes, Reservoirs and Elevated Tanks for Water Storage" Part A, NFPA, EPA and OSHA standards as applicable. This inspection would be conducted by a two-man crew consisting of a NACE Trained Coatings Inspector and a qualified assistant. The interior underwater evaluations will be conducted using a Remote Operated Vehicle, (ROV). This specially designed underwater vehicle completely replaces the need for diving or taking tanks off line.

ROVs operated by CorrTech provides high quality video inspection of 100% of all internal surfaces, including the roof, through closed circuit TV. The video from the underwater camera is directly viewed on the ground by the inspector/operator.

A ROV evaluation requires no preparation by the client as the tank can be left completely on line during the inspection. Strict disinfecting procedures in accordance with AWWA C652-02 Section 4.4, for the ROV and umbilical cable will be implemented on site by the inspection team. We would also supply the necessary inspection and safety equipment required for the external inspections.

All observations would be recorded by means of high-quality digital photographs and video recording (USB) and written field notes.

www.corrtech-inc.com • (888)842-3944 • Offices in CT, MA, MD, NY

CorrTech will perform the inspection, sampling and testing to gather the required information. Each structure will be evaluated by the coatings and corrosion control team using non-destructive testing methods. The actual analysis and sampling/testing scheme to be followed for the specific tank will be determined in the field. The inspections will satisfy OSHA Requirements

The following methods are available for use in assessing the condition of each tank. CorrTech will employ destructive test methods, such as the cross-cut tape test, only when necessary and with the express permission of the tank owner.

1. Dry film thickness measurements of the exterior coating.
2. ASTM D3359 adhesion test methods A and B on the exterior coatings.
3. Visual examination from available ladders and scaffolding.
4. Upon request of client CorrTech will collect interior and exterior coating samples sufficient for laboratory testing; Samples would tested for total lead and chromium using the atomic absorption method, a separate fee will be charged.
5. Condition of paint on the interior and exterior including; approximate percent of rusting, type of paint failure and locations of concentrated paint failure.
6. Metal loss due to corrosion such as pitting, layered corrosion or physical damage. Special attention is paid to joints, seams, rivets and roof members.
7. Cathodic protection systems are inspected to assess the number of anode strings, presence or absence of reference cells and operation of a rectifier.
8. Foundation pads or ring walls are inspected for cracking and other deterioration. The floor plate flange and grouting are inspected as well.
9. Elevated tanks are inspected for signs of instability or shifting by observing the tower posts, tension rods and riser pipe.
10. All fasteners such as cotter pins, anchor bolts and turnbuckles are inspected for corrosion or failure.
11. Safety appurtenances such as ladders, anti-climb devices, anti-fall devices, painter's rails and balconies are inspected. their condition and OSHA compliance noted.
12. Adhesion would be measured on the exterior paint systems to determine if the system can be top coated, and how long it may last. This information is useful because it tells us whether we can recommend top coating instead of total removal.
13. Sanitary and security items such as lights, bug screens, hatches and padlocks will also be included in our written observations.

Report

Upon completion of the inspection, the data would be reviewed by our corrosion team for the preparation of the report and recommendations. The team would evaluate the results and determine if the tank is adequately protected against future corrosion and meets today's OSHA safety and sanitary standards. Any deficiencies would be discussed in the report with appropriate recommendations accompanied by estimates of cost. The report would be reviewed by a NACE Certified Coating Inspector for completeness and quality. The final report will contain color photographs from both interior and exterior surfaces. Our price includes one electronic (PDF) inspection report by email per tank and one (1) USB of each internal inspection.

FEE SCHEDULE

Based on the project requirements and the proposed scope of services, the following fee schedule is presented:

| | |
|---|---------------------|
| ROV Inspection of (1) Tank | \$2,686.00 Lump Sum |
| Condition Assessment Report | \$700.00 Lump Sum |
| Project Total | \$3,386.00 |
| Paint Sample Analysis (if requested) | \$120.00 per sample |
| Cancellation Fee | \$550.00 |

Qualifications and Limitations

The proposal is based on the following conditions and assumptions:

1. Covid 19 impact may require scheduling flexibility. The health and safety of CorrTech's staff and customers is of prime importance, all CorrTech personnel follow and conform to our Covid-19 safety policies and protocols. Due to that, there is the possibility that some adjustments and alterations to planned travel and work schedules may occur that are beyond the control of CorrTech.
2. Applicable sales taxes will be charged on materials and services which are purchased as part of this proposal. If you are an exempt organization or reseller, a valid tax exemption or resale certificate must be presented to CorrTech prior to the material order in order to avoid this charge.
3. Tank inspections can only be conducted on tanks with roof access hatches that are a minimum 22-inches in diameter, the hatch opening must be unobstructed by piping, ladders or other interior structures. Bolted roof hatches must be opened and replaced by tank owner. Where the owner has represented that the hatch is 22-inches and it is found to be smaller, CorrTech reserves the right to charge the cancellation fee quoted.
4. If a tank has no roof ladder, railing or secure anchor point to attach to then a direct inspection of the entire roof and roof vent screen cannot be completed. The inspectors will utilize a zoom digital camera to document conditions from the tank shell ladder.
5. This proposal is based on the presumption that the shell and roof ladder of the tank are in

- sound condition and are safe for climbing the tank. Cancellation fee will apply if CorrTech mobilizes inspection crew to the site and are unable to safely climb the tank.
6. Shell ladder must be within 24-ft of the ground. If CorrTech crew arrives on site and shell access ladder is more that 24-ft off the ground, delay costs of \$300/hour or stated cancellation fee will be charged.
 7. Delays incurred by the CorrTech field crew related to access to the tank and/or site would be identified and discussed with additional costs approved at the quoted standby rate.
 8. It is the responsibility of the tank owner to insure that the roof hatch lock is operable with key provided by owner. If the roof hatch lock is not operable, CorrTech will cut and remove the lock and charge the owner an additional \$350 fee. It is the responsibility of the Owner to have a replacement lock available during the time of the inspection. CorrTech would not re-climb the tank to install the replacement lock.
 9. It is recommended that the tank water level be as high as the overflow level in order for best ROV inspection coverage of underwater surfaces and ceiling condition. Water level at the time of inspection is the responsibility of tank owner. CorrTech will utilize digital camera from roof hatch location to document above water surface conditions. CorrTech's fees remain the same as quoted regardless of water level at time of inspection.

This proposal is valid for sixty (60) days from the date set forth above. CorrTech's payment terms are upon receipt of invoice.

CorrTech's attached Standard Terms and Conditions will apply to this project. By providing your duly authorized signature below, you agree that the parties relationship, and the services to be provided, under this proposal shall be subject solely to CorrTech's Standard Terms and Conditions, and that any terms and conditions on your purchase order or other form that may vary from, conflict with, or purport to add to or modify, CorrTech's Standard Terms and Conditions shall not apply, even though such form may state otherwise. CorrTech hereby objects in advance to all such competing terms and conditions.

Please review the attached Standard Terms and Conditions carefully and let us know if you have any questions about them. If the scope of services, terms and conditions, and fee described herein is acceptable, then please indicate your acceptance by signing below and returning one original to our office.

Written authorization is needed before work can be scheduled.

Respectfully submitted,



Ben Palmer
Project Manager

CONTRACT AUTHORIZATION

I, the undersigned, hereby represent that I am authorized to sign this proposal on behalf of Groton Utilities and that my signature constitutes a binding acceptance of this proposal No.16805, inclusive of the standard terms and conditions, as a valid and enforceable agreement between CorrTech, Inc. and Groton Utilities.

| | |
|-------------|--------------------------------------|
| Date: | By: Authorized Representative |
| Print Name: | |

FOR ACCOUNTING PURPOSES, PLEASE COMPLETE THE INFORMATION BELOW:

| | |
|-----------------------|--------------------------------|
| PO# Assigned (if any) | Billing Contact Name |
| Address: | 2 nd Line or PO Box |
| City: | State/ Zip: |
| Phone: | E-Mail |

Any Special Billing instructions should be listed below:

STANDARD TERMS AND CONDITIONS

1. CorrTech, Inc.
 - a) CorrTech, Inc. ("CorrTech") agrees to provide Client with the services set forth in the proposal pursuant to the terms and conditions ("Terms and Conditions") set forth herein. Together, the proposal and the Terms and Conditions shall constitute the complete agreement between CorrTech and the Client ("Agreement") for the services described in the proposal. If there is a conflict between the proposal and these Terms and Conditions, these Terms and Conditions shall control.
 - b) Client shall designate in writing a person to acts as its Authorized Representative with respect to this Agreement.
 - c) Client shall provide all information and criteria as to Client's requirements, objectives, and expectations for CorrTech's services including all numerical criteria that are to be met and all standards for development, design, or construction.
2. Billing and Payment
 - a) Client agrees to pay CorrTech in accordance with the rates, charges, and/or amount set forth in the attached proposal. Invoices for CorrTech's services will be submitted either periodically or upon completion of such services, at the election of CorrTech. All such invoices shall be due and payable upon receipt unless both parties agree in writing to different terms.
 - b) In the event payment is not timely made, the overdue balance shall bear interest at 1.5 percent per month or the maximum lawful allowable rate, whichever is higher.
 - c) Client's failure to pay any invoice due to CorrTech within agreed upon terms will constitute a breach of this Agreement. Without waiving any other claim or right against Client, CorrTech may elect to terminate its performance of services upon failure by Client to pay amounts owed CorrTech when due by providing Client with ten (10) days written notice of CorrTech's intent to terminate. In the event of a termination by CorrTech, Client shall pay CorrTech for all services performed as of the date of termination, as well as all reasonable costs incurred as a result of such termination, including, but not limited to, interest, lost profits, and reasonable legal fees. The waiver by CorrTech of any of its rights under this Agreement in any one or more instance shall not constitute a waiver of any other rights hereunder or of such rights on any future occasion.
3. Right of Entry
 - a) Client hereby grants to CorrTech and its agents, staff, consultants, and contractors or subcontractors permission and the right to enter upon the subject worksite for the purpose of performing all acts, studies, and research in accordance with the proposal ("Right of Entry"). Should Client not own the site, Client warrants and represents by acceptance of the proposal that it has authority and permission of site owner and any site occupant to grant CorrTech this Right of Entry.

- b) Client represents and acknowledges that it is now and shall remain in control of the site at all times. CorrTech shall have no responsibility or liability for any aspect or condition of the site, now existing or hereafter arising or discovered. CorrTech does not, by this Agreement, assume any responsibilities or liability with respect to the site.

4. Site Disturbance Resulting from Work

- a) Client hereby recognizes that the use of equipment necessary to perform CorrTech's services may affect, alter, or damage the terrain, vegetation, buildings, structures, and equipment in, at, or upon the site. CorrTech shall not be liable to Client for such effect, alteration, or damage. CorrTech will take reasonable precautions to limit such effects, alterations and damage.
- b) Client shall provide CorrTech with all previous studies, plans, or other documents pertaining to the work in Client's possession or reasonably obtainable by Client, in support of CorrTech's services. CorrTech will use reasonable care, to locate subsurface structures in the vicinity of CorrTech's subsurface explorations. Client recognizes that it is impossible for CorrTech to assure the sufficiency of such information. Accordingly, Client waives any claim against CorrTech, and agrees to defend, indemnify and hold CorrTech harmless from any claim or liability for injury or loss allegedly arising from errors, omissions, or inaccuracies in documents or other information provided to CorrTech from Client, or from CorrTech's reasonable reliance on such documents or information.

5. Standard of Care

CorrTech shall perform its services in a professional manner consistent with the standard of care applicable to similar services in the jurisdiction where the project is located ("Standard of Care"). Client agrees that CorrTech is providing no warranty or guarantee, either expressed or implied, in connection with its services, unless expressly contained in these Terms and Conditions.

6. Insurance

CorrTech represents and warrants that its staff is protected by Worker's Public Liability and Property Damage insurance policies. Client agrees that CorrTech will not be liable or responsible to Client for any loss, damage, or liability beyond the amounts, limits, exclusions, and conditions of such insurance.

7. Construction Observation Services

- a) Client agrees that any and all construction services related to CorrTech's services will be performed by a contractor retained by Client ("Contractor"), and that CorrTech shall have no responsibility or obligation for the performance of Contractor.
- b) The purpose of CorrTech's site visits will be to enable CorrTech to better carry out the duties and responsibilities specifically assigned to CorrTech in this Agreement. CorrTech shall not, during such visits, or at any time, or as a result of CorrTech's observations of

Contractor's work, supervise, direct, or have control over Contractor's work, nor shall CorrTech have authority over or responsibility for the means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, nor for any failure of Contractor to comply with laws and regulations applicable to Contractor's furnishing and performing its work, including, but not limited to, those under the Occupational Safety and Health Act of 1970. Accordingly, CorrTech neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

- c) It shall be Client's responsibility to notify the appropriate federal, state, or local public authorities or agencies, as required by law or otherwise of any condition that could in any way constitute a danger or threat to public health, safety, or the environment, arising out of, or in any way related to work performed in accordance with CorrTech's services.

8. Documents

All logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by CorrTech shall constitute CorrTech's instruments of service, and shall remain the property of CorrTech. CorrTech will retain all pertinent records relating to the services performed for a period of five (5) years following submission, during which period, the records will be made available to Client at CorrTech's office at all reasonable times. Copies will be prepared by CorrTech for Client for reasonable cost of reproduction.

9. Governing Law and Severability

- a) This Agreement shall be governed by the laws of the State or jurisdiction in which the CorrTech office that issued the proposal is located, excluding any rule or principle that would refer to and apply the substantive law of another State or jurisdiction.
- b) Each provision of this Agreement is severable and distinct from and independent of every other provision hereof. If one provision is declared void or unenforceable, the remaining provisions shall remain in effect. The terms contained in Section 9 shall survive the termination or expiration of this Agreement.

10. Indemnification

To the fullest extent allowed by law, Client shall indemnify and hold CorrTech, its affiliates, directors, officers, employees and agents harmless from and against all claims, losses, damages, liabilities, costs, attorney fees and expenses sustained or incurred, directly or indirectly, to the extent arising out of or relating to this Agreement, including, but not limited to, the negligent acts, errors, omissions, the treatment, storage, disposal or transportation of toxic or hazardous waste or contaminating substance, violation of any federal, state, or local statute, regulation, or ordinance relating to hazardous waste and environmental contamination by Client, its affiliates, directors, officers, employees, contractors and agents in the performance of professional Services by Engineer and its Sub-consultants.

11. Confidentiality

As a result of the performance of CorrTech's services, CorrTech may have access to information and materials of a highly sensitive nature belonging to Client, including confidential information. CorrTech agrees that CorrTech shall not, without Client's prior written consent, disclose, make commercial or other use of, or give or sell to any person, firm, or corporation, any confidential information received directly or indirectly from Client or acquired or developed in the course of the performance of this Agreement unless: (1) required to do so pursuant to applicable law; or (2) it is rightfully in the possession of CorrTech from a source other than Client prior to the time of disclosure of the information to CorrTech under this Agreement; or (3) it was in the public domain prior to the time of the CorrTech's receipt; or (4) it was independently developed by CorrTech prior to the time of receipt.

12. Claims and Disputes

- a) Any and all claims, disputes or other matter in question arising out of or related to the services provided by CorrTech shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution. Unless the parties mutually agree otherwise, mediation shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in a place mutually agreed upon.
- b) If the parties do not resolve a dispute through mediation, the dispute shall be subject to [arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement] [or] [litigation in a court of appropriate jurisdiction in the state or jurisdiction in which the CorrTech office that issued the proposal is located.

13. Limitation of Liability

- a) CorrTech and Client waive consequential damages for claims, disputes or other matters in question arising out of or relating to CorrTech's services.
- b) To the fullest extent permitted by law, the total liability of CorrTech, its officers, directors, employees, agents, and contractors to Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to CorrTech's services, the project or this Agreement shall not exceed the total compensation received from CorrTech under this Agreement.

14. Delays

In the event that CorrTech's services are interrupted due to causes beyond its control, CorrTech shall be compensated by Client for the labor, equipment and other costs CorrTech incurs in order to maintain his or her workforce for Client's benefit during the interruption. Notwithstanding the foregoing, CorrTech shall not hold Client responsible for damages or delays caused by acts of God or other circumstances beyond Client's control, and which could not reasonably be anticipated or prevented.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1842

Agenda Date: 10/24/2023

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Cost of Service quote review and discussion - Continued.

Background:

From the September 26, 2023 meeting:

Since Ms. Wadecki was excused from the August meeting, she asked to discuss the Cost of Service Study further to help her understand why it was decided to wait until next the fiscal year to fund the study. Mr. Norris asked if funds were available to go forward with it now, Chairman Lynch said yes. He explained that the funds aren't necessarily the issue but rather which account to use for sourcing the funds (Capital Budget or Operating Expense Budget). The Commissioners agreed to wait until they could get a detailed report from Ian Stammel, Assistant Finance Director showing exactly how much is available in each of the WPCA account line items.

It was also mentioned that although the original intention was to wait until the FY 24-25 perhaps the Cost of Service Study should be done at the same time GU is doing their study (current fiscal year).

ACTION ITEM:

Chairman Lynch will ask Mr. Stammel to provide WPCA account reports.

This discussion will be continued during the October 24, 2023, meeting.

Department Comment/Recommendation:

(type text here)



May 2, 2023

Aaron Brooks, General Manager
Groton Utilities
295 Meridian Street
Groton, CT 06340

Utility Financial Solutions, LLC (UFS) is pleased to submit a proposal to provide water and wastewater cost of service studies for Ledyard WPCA on behalf of Groton Utilities. Our proposal is based on years of experience navigating complex financial challenges for municipal utilities around the United States.

We approach challenges strategically, partnering with your team to understand your goals before using innovative processes and in-depth research to determine the best solution to suit your needs. We stay on top of industry trends and anticipate challenges to help you solve existing problems and prepare your utility for long-term success. Our methodology and educational components have earned us a reputation as the preferred provider of rate studies in the United States.

Our project team members are experts in their respective fields and instruct for leading utility groups including the American Public Power Association, Southern Gas Association, and the National Association of Regulatory Utility Commissioners. Our specialized team of accountants, engineers, and economists have years of industry-specific experience to help ensure that you reach your goals. Your team lead will be Mark Beauchamp. A recognized industry leader in utility finance, Mark started UFS in 2001 and brings decades of experience to the team, having conducted thousands of cost of service studies.

For your project, UFS will complete a cost of service and rate design study, as well as develop educational materials to communicate with members of your governing body and community. The goal of these efforts is to:

- Earn positive engagement from members of government
- Obtain rate approval
- Ultimately create long-term financial stability for your utility

We appreciate the opportunity to submit this proposal and look forward to discussing it with you. If you have questions or need additional information, please contact me at (616) 403-5450.

Sincerely,

A handwritten signature in black ink that reads "Mark Beauchamp". The signature is written in a cursive, flowing style and is positioned above a horizontal line.

Mark Beauchamp, CPA, MBA, CMA
President, Utility Financial Solutions, LLC

Detailed Breakout of Scope of Services

Completion of Cost of Service and Financial Projection– Summary of deliverables for each utility

- Cost of Service Analysis
 - a. Cost of service identifying cost to serve each class of customers
 - b. Minimum system analysis to identify cost to recover in customer charges
 - c. Development of component costs to determine how customers use water/wastewater
 - i. Base Costs
 - ii. Extra-capacity
 - d. Distribution/collection breakdown of costs
 - i. Customer charge
 - ii. Distribution/collection charges
- Financial Projection and long term rate track
 - a. Development of five-year financial projection
 - b. Identification of long term rate adjustments
 - c. Identification of projected debt coverage ratios
 - d. Minimum cash reserve for the utility to maintain
 - e. Identification of target operating income
- Rate Design for one year
 - a. Impact of rate designs at various usage levels within each class
 - b. Movement of rate toward cost of service
- Detailed report for Management in PDF format
 - a. Identifying process and result of study
- Presentation
 - a. Present the findings and recommendations to Management and governing body via WebEx – one presentation included

Financial Projection Summary of Deliverables

- Assessment of Key Financial Targets:
 - a. Days Cash on Hand
 - b. Rate of Return
 - c. Debt Coverage Ratio
 - d. Age of System
 - e. General adequacy of infrastructure re-investment
 - f. General Rate Design observations
 - g. General observations on debt vs NBV
 - h. Other general financial observations
 - i. Separated enterprise funds
 - ii. Where applicable, observations about transfer to the City
 - iii. Cash VS Utility Basis observations



Proposed Professional Services Agreement

Prices, terms, and conditions are good for a period of 90 days from this proposal date of May 2, 2023. Payment will be made through submission of invoice which itemizes the work performed.

Fees for Services Provided:

Water Financial Projection, Cost of Service, Rate Design \$13,000

(*Onsite meetings will be separately charged at \$3,000)

Anticipated Meetings (Online platform):

- Project kickoff
- Data collection summary
- Financial review summary
- Draft report to management
- Final report to management

Deliverables in pdf:

- 1) Long-term financial projection and rate track
- 2) Cost of service analysis
- 3) Minimum cash reserve determination
- 4) Debt service ratio
- 5) Target operating income (rate of return)
- 6) One-year rate design & revenue proof

Hourly Rates (travel is discounted at 50%)

| | |
|-----------------|-----------|
| Mark Beauchamp | \$ 330.00 |
| Dawn Lund | \$ 290.00 |
| Dan Kasbohm | \$ 255.00 |
| Mike Johnson | \$ 255.00 |
| Chris Lund | \$ 255.00 |
| Joan Bakenhus | \$ 155.00 |
| Jillian Jurczyk | \$ 175.00 |
| Robert Blank | \$ 120.00 |

Onsite Meetings

Any requested and approved onsite presentation will be billed at hourly rates with a 50% discount on related travel time. Out of pocket travel expenses are billed at cost. All costs incurred from schedule changes initiated by client after booking will be considered out of pocket.

Out of Scope Pricing

Out of scope items and work hours will be billed at the hourly rates listed on this page.

We look forward to exceeding your expectations. Please sign, date, and return to clund@ufswweb.com at your earliest convenience.

Sincerely,

Mark Beauchamp, CPA, MBA, CMA
President, Utility Financial Solutions, LLC

Date:

Accepted By:

Groton Utilities



Proposed Professional Services Agreement

Prices, terms, and conditions are good for a period of 90 days from this proposal date of April 12, 2023. Payment will be made through submission of invoice which itemizes the work performed.

Fees for Services Provided:

Water and Wastewater Financial Projection, Cost of Service, Rate Design

\$26,000

(*Onsite meetings will be separately charged at \$3,000)

Anticipated Meetings (Online platform):

- Project kickoff
- Data collection summary
- Financial review summary
- Draft report to management
- Final report to management

Deliverables in pdf for each utility:

- 1) Long-term financial projection and rate track
- 2) Cost of service analysis
- 3) Minimum cash reserve determination
- 4) Debt service ratio
- 5) Target operating income (rate of return)
- 6) One-year rate design & revenue proof

Hourly Rates *(travel is discounted at 50%)*

| | |
|-----------------|-----------|
| Mark Beauchamp | \$ 330.00 |
| Dawn Lund | \$ 290.00 |
| Dan Kasbohm | \$ 255.00 |
| Mike Johnson | \$ 255.00 |
| Chris Lund | \$ 255.00 |
| Joan Bakenhus | \$ 155.00 |
| Jillian Jurczyk | \$ 175.00 |
| Robert Blank | \$ 120.00 |

Onsite Meetings

Any requested and approved onsite presentation will be billed at hourly rates with a 50% discount on related travel time. Out of pocket travel expenses are billed at cost. All costs incurred from schedule changes initiated by client after booking will be considered out of pocket.

Out of Scope Pricing

Out of scope items and work hours will be billed at the hourly rates listed on this page.

We look forward to exceeding your expectations. Please sign, date, and return to clund@ufsweb.com at your earliest convenience.

Sincerely,

Mark Beauchamp, CPA, MBA, CMA
President, Utility Financial Solutions, LLC

Date:

Accepted By:

Groton Utilities

Ledyard WPCA Cost of Service Study General Request for Information

| Item | Responsible Party |
|---|-------------------------|
| · Electronic trial balance (2020, 2021, 2022) | CUSI / Ledyard Finance |
| · Audited balance sheet, income statement, cash flow (2020, 2021, 2022) | CUSI / Ledyard Finance |
| · Fixed asset detail for FYE 6/2022 | Ledyard Finance |
| · Copy of O&M and Capital Budget FY2023 and FY2024 | Ledyard Finance |
| · Anticipated Capital Projects FY2024 - FY2029 (or longer if available) | Ledyard Finance |
| · Copies of all Outstanding Debt Amortization Schedules | Ledyard Finance |
| · Anticipated debt issuances (debt issues "in the works") | Ledyard Finance |
| · Current rate schedule and rate schedules applicable to FY2022 billings | CUSI |
| · Contribution to City/PILOT basis if any | Ledyard Finance |
| · FY 2022 Revenues by Class (spreadsheet provided at kickoff) | CUSI |
| · Monthly Billing data for FY 2022 by Class (spreadsheet provided at kickoff) | CUSI |
| · Water Plant Information (spreadsheet provided at kickoff) | Groton Utilities |
| · Minimum System Information (spreadsheet provided at kickoff) | Groton Utilities |
| · Meter Cost Information (spreadsheet provided at kickoff) | CUSI / Groton Utilities |

William Saums

Matthew Bonin;Ian Stammel

water pollution control authority;ftjones@prodigy.net

Mattt, Ian,

Good morning. I realize this is a busy time for you both. The WPCA has been discussing the Cost of Service Study Proposed by Groton Utilities in advance of a potential acquisition of the WPCA and its assets by GU. Most of the discussion has been centered around whether the study is considered an operating expense or a capital expense. Ian informed the chair that there is plenty of money in the capital account, however the COSS study is not in the operating budget, nor is it in the capital plan for the town. So, I have these questions:

Does the WPCA have a capital plan, or should the expense have been included in the town's capital plan?

Does the WPCA have an undesignated capital account, and if so, can funds be used from that account in the event there is a capital plan requirement?

What capital funds does the WPCA have, and what is the balance in each?

I hope you can provide some advice regarding these questions.

Thank you,

-Bill Saums

(O) 1-860-572-7181

water pollution control authority

William Saums;Matthew Bonin;Ian Stammel

ftjones@prodigy.net

Bill thanks for making this clear request. I would like to add a couple of things. Because the Holmberg tank requires inspection, it would be nice to know what we have as a balance in that account. Also did we have any unspent monies in our 2022-2023 operating budget? We have asked that any unspent money go to capital, but any undesignated monies might be used for such unplanned expenses. Again thanks Bill for doing this.

Ian Stammel

William Saums;Matthew Bonin

water pollution control authority;ftjones@prodigy.net

Hi Bill,

I think if there was a capital plan for the WPCA, the WPCA would have been the ones to make it or GU? I am not sure. The WPCA has an undesignated capital account in their capital fund that the operating fund gives money to and has a budgeted balance of \$581,948.75 and sewer also has the same set up. Sewer's balance is 46,951.07. The funds can be spent in any capacity that the WPCA feels necessary. I would consult with Steve on spending any of the sewer capital money though.

Ian Stammel

1506609469710_PastedImage

Assistant Finance Director, Town of Ledyard

741 Colonel Ledyard Hwy.

Ledyard, CT 06339

(860) 464-3258

www.ledyardct.org

NOTICE Effective June 11,2018 Town Hall hours

will be: 7:30AM-4:45PM Mon-Thursday

CLOSED FRIDAYS

Matthew Bonin

water pollution control authority

ftjones@prodigy.net;Ian Stammel;William Saums

Ed,

Are you referring to water capital, sewer capital or both?

The 22/23 balances have not been audited at this point, the audit is scheduled to kick off next week – we need the audit to be completed before formally determining if there are any unspent funds.

Regarding transferring any unspent funds to capital, that would require formal Authority action.

Thank you

1506609469710_PastedImage

Matthew Bonin, CPA

Director of Finance

Town of Ledyard

741 Colonel Ledyard Highway

Ledyard, CT 06339

Office: (860) 464-3235

www.ledyardct.org

Town Hall hours are 7:30AM-4:45PM Mon-Thurs

CLOSED FRIDAYS

This email and any files transmitted with it are legally privileged and confidential. It is intended solely for the use of the individual or entity to which it is addressed. No confidentiality or privilege is waived or lost by any miss-transmission. If you have received this email in error please notify the sender and delete this email and all attachments from your system immediately. You are not entitled to, directly or indirectly, use, disclose, distribute, print or copy any part of this message or its attachments if you are not the intended recipient. The Town of Ledyard reserves the right to monitor all e-mail communications through its networks.

water pollution control authority

Matthew Bonin

ftjones@prodigy.net;lan Stammel;William Saums

Hi Matthew - thanks for the reply - yes, we can wait for the audit. I am referring to water as in drought years we typically take in more than we budgeted for, and I think last year was a draught year. Anyway - let's see where the numbers fall.

Ed Lynch, WPCA

Mobile 646-732-9224



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1839

Agenda Date: 10/24/2023

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any Other Old Business to come before the Authority.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2198

Agenda Date: 10/24/2023

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discussion and possible vote regarding excess funds being put into a capital or other account at the end of each year.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2199

Agenda Date: 10/24/2023

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Motion to APPROVE 2024 WPCA Meeting dates as written.

Background:

January 23, February 27, March 26, April 23, May 28, June 25, July 23, August 27, September 24, October 22, November 26, December 17*, January 23, 2025

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3220
FAX (860) 464-1126
mayor.clerk@ledyardct.org

TO: Chairperson WPCA

FROM: Christina Hostetler, Town Hall Assistant
DATE: October 19, 2023
SUBJECT: 2024 Calendar Meeting Dates

RE: General State Statutes of Connecticut Section-1-225

In accordance with the above Statute; it is time to file your meeting dates for the coming year.

You may want to note if your meeting falls on a Monday please check the calendar for the legal holidays, in which case you might want to cancel or change the meeting date. Also, the schedule must be a thirteen (13) month calendar; inclusive of January 2025.

Please review the attached schedule for your committee/commission meeting dates for accuracy and changes. Please initial your schedule and return it to me by November 30, 2023 so that I may be able to file your schedule with the Town Clerk in a timely fashion to comply with the January 31st.

2024 CALENDAR MEETING SCHEDULE

Water Pollution Control Authority (Meet Monthly 4th Tuesday; 7:00 p.m. Town Hall Annex Council Chambers)

| | | | | |
|-------------|--------------|------------------|--------------|------------|
| January 23 | February 27 | March 26 | April 23 | May 28 |
| June 25 | July 23 | August 27 | September 24 | October 22 |
| November 26 | December 17* | January 23, 2025 | | |

NOTE: ^ denotes meeting cancelled due to a holiday
* denotes meeting scheduled to another day due to holiday

Thank you,
Christina Hostetler



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1840

Agenda Date: 10/24/2023

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any Other New Business to come before the Authority.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)