

**APPROVED**

2/28/24

PUBLIC UTILITIES COMMISSION  
WALLINGFORD ELECTRIC DIVISION

100 JOHN STREET

WALLINGFORD, CT 06492

Tuesday, February 6, 2024

6:00 P.M.

**MINUTES**

**PRESENT:** Chairman Robert Beaumont; Commissioners Joel Rinebold and Laurence Zabrowski; Director Richard Hendershot; Electric Division General Manager Jake Arborio; Electric Division Business Office Manager Marianne Dill; Water and Sewer Divisions General Manager Neil Amwake; Water and Sewer Divisions Business Manager Donald Langenauer and Acting Recording Secretary Michelle Bracale

*Absent – None*

*Members of the Public – None*

Mr. Beaumont called the Meeting to order at 6:00 P.M., and the pledge of Allegiance was recited.

**1. Pledge of Allegiance**

**2. Consent Agenda**

- a. Consider and Approve Meeting Minutes of January 16, 2024

**Motion to Approve the Consent Agenda**

**Made by: Mr. Rinebold**

**Seconded by: Mr. Zabrowski**

**Votes: 3 ayes**

**3. Items Removed from Consent Agenda**

**None**

43           **4. Discussion and Possible Action: Request to Utilize Qualifications Based Selection**  
44           **for WPCF Grit Chambers Analysis and Evaluation**  
45

46 Mr. Amwake stated that there are two grit chambers at the Wastewater Treatment Plant.  
47 Presently the grit chambers are not capturing as much grit (sand) as they should with excess grit  
48 flowing downstream to wastewater tanks and processes. Grit can cause damage to equipment,  
49 pumps and motors as well as impede processes at the Wastewater Treatment Plant. Per the  
50 November, 2018 *Facility Plan for the Wallingford Water Pollution Control Facility* prepared by  
51 AECOM, the “grit chamber aerators utilize swing arm diffusers which are in poor condition.  
52 The swing arm piping is deteriorated and the diffuser arms are not level. Swing arm systems are  
53 no longer manufactured. The existing system is recommended to be replaced with a fixed header  
54 or system using single drop diffusers.”  
55

56 The Sewer Division is asking endorsement from the PUC and approval from the Town Council  
57 to use a Qualifications Based Selection (QBS) approach. The Qualifications Based Selection  
58 approach will select a consulting firm to perform engineering studies – design and tank  
59 geometry, wastewater flow patterns, retention time, aeration, grit settling, pump operation, etc. of  
60 the existing grit chambers at the Wastewater Treatment Plant. Since the scope of work for the  
61 grit chambers analysis and evaluation has not been entirely defined, and therefore, there are no  
62 specific parameters on which to base a bid, a Qualifications Based Selection process is the most  
63 suitable approach. A prime advantage of the WSD utilizing a Qualifications Based Selection  
64 process is that the Sewer Division maintains maximum control over the scope of services as well  
65 as the costs for the resulting engineering services. The Qualifications Based Selection is based  
66 on a firm’s ability to perform the job, not merely on the lowest price a firm can offer.  
67 Specifically, the skills, experiences and projects of a similar nature are considered, not merely a  
68 firm’s size, reputation or pricing.  
69

70 Applying a Qualifications Based Selection approach to evaluate the grit chambers, the Town  
71 (Sewer Division) would publicly advertise the project via the Town’s Purchasing Portal. The  
72 Request for Qualifications will contain evaluation criteria on which each firm will be assessed.  
73 The Selection Committee, composed of Sewer Division technical and operational staff, will then  
74 rank order the firms using published evaluation criteria stated in the RFQ document. If  
75 applicable, interviews may be conducted with the top two or three firms to better understand  
76 their related project experience, project approach and team member skills. Ultimately, the  
77 selection committee will establish a final rank ordering of the respondents. The Sewer Division  
78 would then invite the top-ranked firm to enter into negotiations with the Water and Sewer  
79 Divisions General Manager to establish a project scope, fee, schedule and other negotiated terms.  
80

81 Mr. Zabrowski questioned if Sal Amadeo the Purchasing Agent approved this?  
82

83 Mr. Amwake stated that he has approved the Qualifications Based Selection Process and  
84 referenced Item No. 4-4, specifically a memorandum from Mr. Amadeo included with this  
85 agenda item.  
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87 **Motion to Approve the request to Utilize Qualifications Based Selection to perform an**  
88 **Analysis and Evaluation for WPCF Grit Chambers design, operation and effectiveness**

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**Made by: Mr. Zabrowski**  
**Seconded by: Mr. Rinebold**

**Votes: 3 ayes**

**Public Question and Answer Period**

No members of the Public Present

**Public Question and Answer Period Closed**

**5. Discussion and Possible Action: Budget Transfer – Sewer Division – FY 2023/2024 – Outside Services Employed**

Mr. Amwake stated that in FY 2023-24 the Wallingford Sewer Division Laboratory had two Laboratory Technicians resign within three months of each other. This has resulted in the need for the use of a temporary staffing agency to perform wastewater and water sampling and analyses to meet regulatory reporting requirements as well as provide results to wastewater operators to make treatment process adjustments. Given that temporary staffing services should be charged to Outside Services Employed, a budget transfer is requested to properly account for these services. The Sewer Division is requesting PUC approval of a FY 2023-24 budget transfer to increase Account #46100923 – Outside Services Employed by \$44,800.00. Funds for this purpose will be made available to the operating budget through a corresponding transfer from Account #46100642 – Attendant and Laboratory Expenses. Mr. Amwake noted that there are two new Laboratory Technicians starting in February, 2024. One will start on Tuesday, February 13, 2024 and the second Laboratory Technician will start on Tuesday, February 20, 2024.

**Motion to Approve the Budget Transfer – Sewer Division – FY 2023/2024 to increase Account #46100923 – Outside Services Employed by \$44,800.00**

**Made by: Mr. Rinebold**  
**Seconded by: Mr. Zabrowski**  
**Votes: 3 ayes**

**Committee Reports/Correspondence**

Mr. Amwake stated that the WWD is looking to adopt new Water Division rates that will become effective for bills issued on or after July 1, 2024. The WWD would like to hold a rate workshop with the PUC. Mr. Amwake worked with the PUC to schedule a date and time for the rate workshop.

134 The PUC agreed to meet for the rate workshop on Monday, March 4, 2024 at 6:00 PM in Room  
135 315 at the Town Hall. Mr. Amwake stated that there will be live spreadsheets at the rate  
136 workshop. On Tuesday, March 19, 2024 the PUC will need to set the public hearing for the  
137 rates. The public hearing will be held on Tuesday, April 16, 2024 during the normal PUC  
138 meeting.

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140 There was further discussion in regards to what can be expected at the rate workshop.

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142 Ms. Bracale stated that the Mayor has started monthly meetings. There was a schedule that was  
143 put out but was recently revised which will cause an issue with the February 21, 2024 meeting  
144 including the budget workshop. Therefore, the WED is proposing to move the start time from  
145 2:30 PM to 3:30 PM on the same day. The meeting will be held at the WED. The PUC  
146 confirmed that 3:30 PM will work for them on the 21<sup>st</sup> of February.

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150 **6. Discussion and Possible Action: Budget Appropriation – Electric Division – FY**  
151 **2023/2024 – Distribution Maintenance – Misc. Distribution/Environmental**

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153 Mr. Arborio stated the WED is looking for a Budget Appropriation to account #40100598 –  
154 Distribution Maintenance – Misc. Distribution/Environmental in the amount of \$60,000.00. This  
155 account includes expenses incurred by the Electric Division for spill response and remediation,  
156 transformer oil testing, and disposal. The account has been impacted by unforeseen costs  
157 incurred at two separate sites in connection with the December storm. Costs incurred at these  
158 two sites are \$63,392.00 and \$21,277.00. The initial budget for spill response and remediation  
159 was \$62,600.00. Prior to the December storm, \$18,496.00 had been spent leaving \$44,104.00.  
160 The higher than expected costs resulted from extensive remediation work needed to comply with  
161 State of Connecticut Department of Energy and Environmental Protection regulations and  
162 oversight. Based upon a review of the activity to date and projections for the balance of the  
163 fiscal year, it is estimated that the Division will need additional funding of \$60,000.00 for fiscal  
164 year 2023-2024.

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166 **Motion to Approve the Budget Appropriation – Electric Division – FY 2023/2024 – to**  
167 **account #40100598 – Distribution Maintenance – Misc. Distribution/Environmental in the**  
168 **amount of \$60,000.00**

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170 **Made by: Mr. Rinebold**

171 **Seconded by: Mr. Zabrowski**

172 **Votes: 3 ayes**

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176 **7. Discussion Only: WED 125<sup>th</sup> Anniversary Celebration**

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178 Mr. Hendershot reviewed the attached notes with the PUC for the 125<sup>th</sup> Anniversary Celebration.  
179 The Mayor has been appraised of the proposed plans. The Mayor is enthusiastic about the plans

180 for the Celebration. As of now the budget is roughly estimated to be \$50,000.00. Mr.  
181 Hendershot reviewed some of the items that have been proposed for the Celebration.  
182

- 183 • Kick-Off will be held at Celebrate Wallingford – October 6<sup>th</sup> being the date that APPA  
184 Public Power Week is observed.
- 185 • Stickers for letterhead
- 186 • Magnets for WED vehicles
- 187 • A banner will be created and placed at Town Hall or Moses Y to announce
- 188 • A luncheon for existing and retired WED employees, PUC members, etc.
- 189 • Displays at Town Hall and possibly the Senior Center will be developed to commemorate  
190 and announce the 125<sup>th</sup> Anniversary

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192 More discussion ensued in regards to the 125<sup>th</sup> Celebration.  
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196 **8. Executive Session pursuant to Connecticut General Statutes § 1-200(6)(E), § 1-**  
197 **210(b)(5)(B) and §7-232a to discuss commercially valuable, confidential and**  
198 **proprietary information**  
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200 **Motion was made to move into Executive Session at 6:48 p.m. pursuant to Connecticut**  
201 **General Statutes § 1-200(6)(E), § 1-210(b)(5)(B) and §7-232a to discuss commercially**  
202 **valuable, confidential and proprietary information**  
203

204 **Made by: Mr. Rinebold**  
205 **Seconded by: Mr. Zabrowski**  
206 **Votes: 3 ayes**  
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208 **Attendance at Executive Session:** Chairman Robert Beaumont; Commissioners Joel Rinebold  
209 and Laurence Zabrowski; Electric Division General Manager Jacob Arborio and Business Office  
210 Manager Marianne Dill  
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212 **Time of Executive Session: 6:48 p.m. to 7:33 p.m.**  
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214 **No Motions or Agreements were made**  
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218 **ADJOURNMENT**  
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220 **Motion to Adjourn**  
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222 **Made by: Mr. Rinebold**  
223 **Seconded by: Mr. Zabrowski**  
224 **Votes: 3 ayes**  
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226 The meeting was adjourned at approximately 7:34 p.m.

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228 Respectfully submitted,

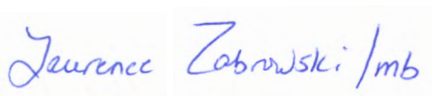
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232 Michelle Bracale  
233 Acting Recording Secretary

Respectfully submitted,



Laurence J. Zabrowski  
Secretary