



**Unapproved  
Town of Ridgefield  
Water Pollution Control Authority**

**WPCA Meeting Via ZOOM  
May 22, 2025 7:00 p.m.  
66 Prospect Street  
Ridgefield, Connecticut 06877**

WPCA: Amy Siebert, Gary Zawacki, Corrine Ketchum, Maureen Kozlark  
Absent: Russell Fink  
AECOM: Matt Formica, Gisele Trivino  
Veolia: Ryan Richmond

**These are not verbatim minutes of the proceedings, but identification of  
general items and specific actions undertaken.**

**WPCA Regular Meeting was called to order by Ms. Kozlark at 7:13 p.m.**

- 1) Approval of Minutes.** Mr. Zawacki made a motion to approve the April 24, 2025 minutes, seconded by Ms. Ketchum, passing 3-0.
- 2) Ms. Siebert joined the meeting at 7:19, taking over meeting from Ms. Kozlark.**
- 3) New Business**
- 4) Old Business**
- 5) AECOM Report**
  - 1. Route 7 PS, FM, and WWTF Decommissioning**
    - a. Construction Update.** Mr. Formica noted that M&O Construction M&O completed all of the items on the incomplete items (punch) list at the pump station and Final Completion was achieved on 4/4/25. There are 4-5 warranty items that they have not yet addressed.
    - b. Pay Estimate.** Mr. Formica reported that in advance of the WPCA meeting that AECOM forwarded a signed M&O Pay Estimate No. 35 for the WPCA's review and execution for work through 4/30/25 in which all of their contact work has been completed/billed for. It was noted that it is a marked-up version of the pay estimate prepared by M&O Construction which was revised to continue to hold 5% retainage on all completed work due to the

extended construction period, the potential for assessing liquidated damages, and in accordance with the Contract Documents. The progress payment form also includes the caveat that since the contract's pump station and force main substantial completion date (1/11/23), the WWTF demolition contract substantial completion date (6/30/23) and the project final completion date (8/11/23) were not met that the WPCA reserves the right to assess liquidated damages if a time extension is not justified and executed in a change order. The revised version of progress payment Estimate No. 35 for Route 7 Project through April is in the amount of **\$52,597.13**. AECOM has reviewed it and recommended that it be approved for payment.

- c. **Change Order.** Mr. Formica also indicated that there is also no Change Order this month. There is one outstanding change order item that has not been addressed. On 3/27/25 M&O submitted a draft change order request (COR) on this item (for a temporary alarm dialer at the pump station) and AECOM had provided response comments on 4/1/25 and 5/15/25. Once this item is agreed upon, it will be included in a change order with 8 other items that AECOM and M&O have agreed upon.
- d. **Project Resolution Meetings.** Mr. Formica noted that AECOM understands that M&O had provided a letter to the WPCA summarizing their cost and requesting a meeting with the WPCA subgroup and the first selectperson. We understand that the review of the letter and consideration of the meeting request is ongoing. Ms. Kozlark indicated that she and Ms. Siebert are coordinating a meeting with M&O and the first selectperson as M&O had requested.

## 2. South Street WWTF Upgrade Construction

- a. **Construction Update.** Mr. Formica noted that Construction has continued this month including the following items.
  - Spectraserv continues to work on the incomplete items list. There are only a few items left which include but are not limited to:
    - Providing the remaining shop drawing and O&M manual hard copies, the majority have been turned over.
    - Providing outstanding balancing reports for about ten HVAC units and their associated duct work.
    - Providing the required documentation for the two roof top AC units that were installed in the incorrect locations to determine if the field adjustments made to them can be accepted.
    - Confirming the operational set points of approximately a dozen HVAC systems and that all HVAC systems are configured and operating as indicated in the contract documents.
    - Finishing the installation of the WIN-911 texting modem. Currently, alarm conditions are only called out via the phone lines and not texted to the operators. It was noted that this work will likely require some coordination with Andrew Neblett as he had obtained the cellular SIM card for text dialer on the Town's behalf.

- Spectraserv continues to investigate, address, or provide updates on the status on the warranty items identified including:
  - Replacement of the FST Torque Modules. Note that the spare drive and torque module are scheduled to be delivered next week to allow the replacement of the 1<sup>st</sup> module.
  - Replacement of a pressure gauge on the PW Skid.
  - Replacement of the aeration blower VFD (No.5) – Scheduled for next week.
  - Replacement of the UV Wet Well Davit cable.
  - Repair/replacement of the Influent PS No. 2 hatch door.
  
- b. **Pay Estimate.** Mr. Formica reported that no pay estimate had been provided this month. The last finalized pay estimate was from December for work through the end of November. The contract retainage on the areas other than the generator, settling tanks and aeration tanks has remained at 5% in accordance with the Contract Documents due to:
  - The quantity of incomplete items and the pace at which they are being addressed.
  - The Owner’s right to assess liquidates damages in accordance with the Contract Documents if a time extension is not justified and executed in a Change Order.
  
- c. **Change Orders.** Mr. Formica indicated that there is no change order this month and AECOM is not aware of any outstanding change order items from Spectraserv.
  
- d. **Mechanic’s Lien from Horton.** Mr. Formica noted that the WPCA members may have seen, per an email late this afternoon, that Hortin Electric filed a mechanic’s lien on the project for outstanding payment. It was noted that AECOM will review this document with the Town and determine the next course of action.
  
- e. **Fiscal Sustainability Plan.** Mr. Formica noted that as part of the CT DEEP requirements for the project, AECOM has been preparing a draft of a Fiscal Sustainability Plan which is intended to provide guidance to the WPCA to provide fiscal planning to support the maintenance and replacement of the assets provided under the South Street WWTF and Route 7 projects going forward. AECOM is making the WPCA aware of this as we plan to submit this plan for the WPCA’s review, comment and input in the near future in advance of providing this document to the CT DEEP.
  
- f. **AECOM Budget.** Mr. Formica reminded the WPCA that AECOM has not been invoicing for our services since January as we have exceeded our budget on two Route 7 Tasks and since the DEEP has indicated to us in the past that invoices for costs that exceed a single task budget (such as basic construction services) without DEEP approval, may not be eligible for CWF grant reimbursement. DEEP has also expressed their frustration with our recent submittal of Amendment No. 5 which only projected our efforts for a few months out. These few months were based on the projections of the contractors completing their work and some estimates of when they will do so. Neither contactor met the projected dates that were used as the basis of Amendment No. 5. Mr. Formica noted that AECOM shares DEEPs frustration as the timeline to provide an executed Amendment from initial development to final approval and execution has typically taken between 4 and 5 months.

Mr. Formica stated that in order to address DEEPs concern of providing multiple future short term amendments to adjust the project on a task/by task basis also while allowing AECOM to invoice for their services in a more timely manner, AECOM requested from DEEP that we be allowed to invoice for our services monthly even if the budgets for a specific project task are exceeded as long as there is budget available in the overall agreement with the WPCA while not impacting the CWF reimbursement eligibility. AECOM remains generally optimistic that they will be able to complete all of the project tasks within the remaining project budget.

Once the projects are completed and the costs reconciled, AECOM would develop a final contract amendment to reallocate the budgets to the expenditures in lieu of continuing to provide short term amendments in reaction to a contractors projected construction end dates. AECOM has provided DEEP with a follow up request but have not heard any feedback to date. It was noted that AECOM, we will keep the WPCA posted on a response.

### **3. Quail Ridge Pump Station Relocation Design**

Mr. Formica discussed that AECOM continued efforts on the design this month as follows:

- a. AECOM continues to advance the 100% design for the project. We continue to advance the completion of the Inland Wetlands Permit and portions of the Planning and Zoning permit documentation. In addition, the construction cost estimate for the work is being finalized.
- b. The sewer easement legal description and drawing are also being completed.
- c. We have at the direction of the Planning and Zoning Department made the conservation commission aware of the project.
- d. We have also requested confirmation of the adjacent properties from the Town for the required notifications to the adjacent property owners.

### **6) Veolia Report**

Mr. Richmon reported /indicated the following:

- a) Mr. Richmond discussed the Veolia monthly client report including maintenance performed, facilities call outs, and compliance with the South Street WWTF permit.
- b) On 4/10/2025 called out by Simplex Alarm at Scott's Ridge pump station. The fire alarm panel and ground fault alarms were activated. Checked out the station and everything was running properly.
- c) Mr. Richmond stated that Mr. Pennell gave his two weeks notice and will be leaving Veolia.

The WPCA indicated that they will be reaching out to Veolia's management to discuss their plan going forward to address the WWTF staffing.

### **7) Executive Session**

- a) A motion to go into an Executive Session regarding possible litigation, inviting AECOM and Ms. Van Ness was made by Ms. Kozlark, seconded by Ms. Ketchum, passing 4-0.
- b) A motion to go out of Executive Session was made by Ms. Kozlark, seconded by Mr. Zawacki, passing 4-0. There were no votes or motions during the Executive Session.

**8) Adjournment**

**Motion to adjourn the meeting at 8:06 p.m. by Ms. Kozlark seconded by Ms. Ketchum. passing 4-0.**

**Submitted by Diana Van Ness**