



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

**WPCA Meeting Via ZOOM  
June 26, 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, Jon Pearson  
Veolia: Ryan Richmond, Edward Steeprock  
Guest: Annie F.

**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. Siebert at 7:00 p.m.**

**1) Approval of Minutes. Ms. Kozlark made a motion to approve the May 22, 2025 minutes, seconded by Ms. Ketchum, passing 4-0.**

**2) New Business**

**a) Sewer Rates. WPCA discussed the new sewer rates and noted that that would contact Mr. David Fox, Raftelis, to provide an update to the rate model in advance of the vote on this year's rates, preferably before August. Ms. Ketchum indicated that the WPCA should consider including some future I&I work in the updated model.**

**3) Old Business**

**4) 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 their work. There are 1-2 warranty items that have not yet been addressed. M&O has been working with their integrator to make some adjustments to the pump station PLC per Veolia's preference under the Instrumentation warranty period services.**

- b. **Change Order.** Mr. Formica reported that there is no Change Order for review this month. There remains one pending change order item that has not been resolved with M&O. The item is related to a temporary alarm dialer at the pump station that was provided until the permanent system could be coordinated with South Street. Once this item is agreed upon, it will be included in a change order with 8 other items that AECOM and M&O have already agreed upon (that will have a value of approximately \$18K). AECOM has sent several recent emails to resolve this item that M&O has not responded which would allow a change order to be completed.
- c. **Project Resolution Meetings.** Ms. Siebert noted that the project resolution with M&O would be discussed in an executive session.

## 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 a little more than a dozen items left which include but are not limited to:
    - Providing HVAC/Odor Control system air flow balancing reports with the majority of equipment testing has been resubmitted and is under review.
      - There are about a dozen HVAC units and their associated duct work balancing documentation that was either incorrect, incomplete, or missing in the original submittal that have not been resubmitted. Spectraserv has noted that the documentation will be resubmitted “under separate cover”.
      - There are a few balancing equipment items that have been acknowledged by Spectraserv as not operating as required that are being investigated.
    - Confirming the operational set points of approximately a dozen HVAC systems and that the HVAC control systems are configured and operating as indicated in the contract documents.
    - Completing the installation and providing functionality of the WIN-911 texting modem. Currently, alarm conditions are called out via the phone dialer and not texted to the operators as well. We are coordinating the trouble shooting of this item with Andrew Neblett, the Town’s IT Director.
  - Spectraserv continues to investigate, address, or provide updates on the status on the warranty items identified including:
    - Replacement of the FST Torque Modules. The replacement of the 1<sup>st</sup> module was completed this week.
    - Replacement of a pressure gauge on the PW Skid.
    - Repair/replacement of the Influent PS No. 2 hatch door.
    - Replacement of fire alarm components.
- b. **Pay Estimate.** Mr. Formica reported that Spectraserv had recently retracted their draft Pay Estimate No 64 that was submitted in January and had recently provided a draft Pay Estimate No. 65 requesting payment of all items with substantial completion and requested a valued punch list for the remaining items. At the direction of the Town’s Counsel, AECOM

provided comments on the pay estimate allowing for payment of the items that were completed since the last executed pay estimate for work through November 2024 but indicated that payment not be provided for items that remain incomplete and that the 5% retainage will remain on all completed items in accordance with the contract documents. Spectraserv was not willing to provide a revised Pay Estimate No. 65 to address the comments. As such AECOM marked up Pay Estimate 65 to exclude the incomplete items and provided it to Spectraserv for their execution last Friday. This marked up Pay Estimate had a payment value of **\$215,200.22** and included the caveat that since the contract substantial (5/23/22) and final completion (8/21/22) dates have not been 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 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.

Spectraserv has not returned the signed pay estimate, nor have they provided a response to the request to do so.

- c. **Schedule.** Mr. Formica noted that AECOM had requested and received a schedule update from Spectraserv on 6/9/25 which indicated that all field work and field-testing documentation would be completed/provided by Wednesday 6/25/25. This is approximately two months later than the project complete date of the end of April that Spectraserv had indicated in their previous schedule received on 3/27/25. Mr. Formica noted that as indicated before, about a dozen HVAC testing/balancing items remain outstanding and Spectraserv has indicated that they are investigating some systems that they acknowledge are not operating as required.
- d. **Change Orders.** Mr. Formica indicated that there is no change order to review this month.
- e. **AECOM Budget.** Mr. Formica was pleased to report that the DEEP approved AECOM's request to allow AECOM to invoice for services monthly without impacting CWF eligibility even if the budgets for specific project tasks are exceeded as long as there is budget available in the overall agreement with the WPCA. As such AECOM has begun to invoice the Town again from our work performed since January that we have been withholding pending DEEP's decision on this request. AECOM will continue to monitor our budgets in light of the remaining work and will advise the WPCA as needed. Mr. Formica indicated that as noted previously once the projects are completed and the costs reconciled, we would develop a final contract amendment to reallocate the budgets to the expenditures.

### 3. Quail Ridge Pump Station Relocation Design

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

- a. AECOM submitted the Inland Wetlands Board application and the Architectural Advisory Committee Application last month. We are continuing to advance portions of the Planning and Zoning (P&Z) permit documentation but have been advised by P&Z not to submit the P&Z application until the wetland review is complete.
- b. The Inland Wetlands Board has scheduled the site walk through for the project on Sunday at 8:30 am. Mr. Formica noted he would be available to meet the Inland Wetland Board (IWB) with others if the WPCA wishes. He noted that he would reach out to Caleb Johnson, the Inland Wetlands Agent to let him know who will be attending.
- c. We have been advised by the Inland Wetland's Agent that the project may not be put on an IWB agenda until August 28<sup>th</sup>. After that the project will need to be submitted to P&Z.
- d. The project has also been placed on the agenda for Tuesday's July 8<sup>th</sup> Architectural Advisory Committee Meeting. This is an in-person meeting and Mr. Formica plans to attend.
- e. At the direction of the Planning and Zoning Department, we have made the Conservation Commission aware of the project. They have reached out to Mr. Formica several times and are requesting that a walking path between Ligi's Way and the Goodwill trailer (adjacent to the edge of South Street and Old Quarry Road) be provided as part of the project. They are also looking to coordinate their existing walking path between the Goodwill Trailer and the rail trail on Prospect St with the trail that was requested to be included in this project by the Town via Charlie Fischer along the gravity sewer easement.

Mr. Formica noted that it was not clear if the Town was aware of the conservation commission's plans for trails when the Town requested to include the walking path along the sewer easement and in recent direction of where to locate the sewer easement walking path. The original request for the sewer easement walking path was from around 2017 when the Quail Ridge PS design was at 90% and was subsequently paused. It appears that the Conservation Commission trails were installed around 2020. Mr. Formica showed the proposed sewer easement walking path and the Conservation Commission trails. Mr. Formica requested direction from the WPCA and the Town on whether the partial sewer easement walking path should remain in the pump station project and if the requested walking path between Ligi's Way and the Goodwill trailer should be considered/included in the project. It was noted that this direction to allow finalizing of the design as well as the opinion of project cost. The WPCA noted that the path between the Ligi's Way should not be part of the Quail Ridge Project. The WPCA noted that the path along the sewer easement that would be partially completed by this project and need to be completed later may not be needed due to the presence of the Conservation Commission trail. Ms. Kozlark indicated that she would discuss the issue with the First Selectperson and others as needed and requested an estimated cost of to add the path along the sewer easement from AECOM. Mr. Formica indicated that this information will be provided.

Annie F. exited the call at 7:45 pm.

## **5) 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 5/17/25 called out by Simplex Alarm at Route 7 pump station for a PLC fault, also Scotts Ridge Pump station for loss of Utility Power and Callout to South Street Pump Station for a low level alarm.
- c) Mr. Steeprock stated that Veolia has hired a private tutor to help Mr. Richmond with the Class 4 license. He stated that they have posted the position for additional operator and are planning on having another Class 4 Operator on site a few days a week to assist Mr. Richmond.
- d) Mr. Steeprock also indicated that Veolia's new CMMS system should be coming online soon to assist with the maintenance of the facilities.
- e) It was noted that with the Jeff leaving and the absence of a full time Class 4 Operator that the regulators had been notified and that the EPA had provided guidance that the Town should be signing the WWTF's MORs as the permittee regardless of the current Operator Classification of the contract operations staff. It was noted that this was a new requirement and that there should be discussion about who should be signing these documents going forward as the WPCA member are volunteers and not Town employees.

#### **6) 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. Ketchum, seconded by Ms. Kozlark, passing 4-0. There were no votes or motions during the Executive Session.**

#### **7) Adjournment**

**Motion to adjourn the meeting at 8:41 p.m. by Ms. Kozlark seconded by Mr. Zawacki, passing 4-0.**

**Submitted by Diana Van Ness**