



TECHNICAL COMMITTEE MEETING MINUTES

Wednesday, April 10, 2024

4:30PM

Via VIDEO/TELECONFERENCE

Attendees:

Ed Kelly	Acting Chairman, Technical Committee
Merritt Nesin	Committee Member
Steve Bagwin	Committee Member
Bill Brink, P.E.	Executive Director, WPCA
Ann Brown, P.E.	Supervising Engineer, WPCA

1. Call to Order and Roll Call – E. Kelly called the meeting to order at 4:30PM and announced the attendees as listed above.
2. Approval of March 14, 2024 Meeting Minutes - E. Kelly made a motion to approve the minutes of the March 14, 2024 Technical Committee Meeting. The motion was seconded by S. Bagwin. Motion carried 3-0-0.
3. Public Comments – None.
4. Tutorial on Procureware – A. Brown gave a brief tutorial on how to create a password followed by how to navigate the City's Purchasing Department Procureware website. Ann explained that with a City email, the Board members will have the same access to the site as City employees.
5. Discussion on Collection System – E. Kelly read some items from the Monthly Pump Station and Collection Activities, which is attached and made part of these minutes. E. Kelly noted that the collection system crew jetted Edice Road and since the contract is now signed, the Contractor will begin replacing this line. Jetting should not be necessary after the line replacement. It was also noted that WPCA purchased two used portable generators to locate at pump stations when needed.
6. Discussion on Plant Operations – B. Brink presented the Monthly Operating Report and Equipment Update to the Committee, which is attached and made part of these minutes. B. Brink stated that the plant had an average daily flow in March of 24 MGD. Bill indicated that the higher flows during the wet month are attributed to inflow into the system. He also said that the plant performance is good.
7. Update on Engineering Studies and Designs – A. Brown provided the Committee with a Capital Projects Update including engineering studies and designs, which is attached and made part of these minutes. Two projects out to bid in April are Final Settling Tank No.3 Upgrades and Greenwich Avenue Pump Station Standby Generator.
8. Update on Construction Projects – A. Brown provided the Committee with a Capital Projects Update including construction projects, which is attached and made part of these minutes. Ann gave an update on Perna Lane Sewer Extension Project saying that the Contractor has submitted an application with CTDOT for an Encroachment Permit and intends to start work on High Ridge Road in early May. The Contractor will use multiple crews to also begin work on Perna Lane and Willard Terrace in May.
9. Old Business – None.
10. New Business – None.

There being no further issues to discuss, E. Kelly made a motion to adjourn the meeting, seconded by S. Bagwin; motion carried 3-0-0. The meeting adjourned at 5:11pm.