



**REGULAR MEETING OF THE**  
**GREATER NEW HAVEN WATER POLLUTION CONTROL AUTHORITY**  
**BOARD OF DIRECTORS**  
**WEDNESDAY, DECEMBER 10, 2025 6:00 P.M.**  
**260 EAST STREET**  
**NEW HAVEN, CONNECTICUT**

**AGENDA**

1. Approval of minutes of November 12, 2025 – Regular Meeting.
2. Public participation relating to agenda items.
3. Consideration and approval of a resolution authorizing the Executive Director, Sidney J. Holbrook, to negotiate, execute and deliver a task order with Criscuolo Engineering, LLC for design and construction services, being related to the Putnam Avenue Pump Station Relocation Project, for an aggregate amount not to exceed \$60,170.
4. Consideration and approval of a resolution appropriating \$8,000,000 for engineering, design, and construction relating to infiltration and inflow removal and improvements in the Mill River Phase 3 Areas (6, 7, 11, 13, 15, 19 and 22) and authorizing the issuance of \$8,000,000 Clean Water Fund obligations of the Authority under the State of Connecticut Clean Water Fund program secured solely by revenues of the sewerage system and authorizing the Authority to enter into grant and loan agreements.
5. Consideration and approval of a resolution authorizing the Executive Director, Sidney J. Holbrook, to negotiate, execute and deliver a task order with Kleinfelder Northeast, Inc. for design services, being related to Project No. CWF 2021-02 Phase 3 Mill River Sewershed Infiltration and Inflow Removal and Improvements in the Mill River Areas (6, 7, 11, 13, 15, 19 and 22), for an aggregate amount not to exceed \$141,598.

6. Consideration and approval of a resolution authorizing the Executive Director, Sidney J. Holbrook, to negotiate, execute and deliver an agreement with Cintas Corporation for uniform rental and laundry services, for a sixty (60) month term.
7. Consideration and approval of Departmental Budget Transfer Request items.
8. Executive Summary and department updates and presentations.
9. Consideration and approval, as necessary, of any other new business of the Authority.
10. Call to the public.
11. Adjournment.



## MEMORANDUM

DATE: December 2, 2025

TO: Sidney J. Holbrook

FROM: Thomas Sgroi, PE  
Director of Engineering

RE: Task Order Recommendation  
**Putnam Avenue Pump Station Relocation  
Design & Construction Services**

Sid:

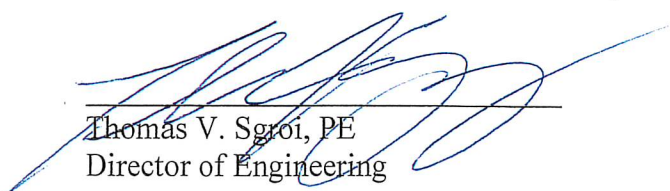
I request that the above-referenced recommendation be added to the December 10, 2025 Board Agenda for resolution.

This request includes costs associated with providing design services for the above-mentioned project, in accordance with the attached scope of services from Criscuolo Engineering, LLC. The design of the Putnam Avenue Pump Station located at 466 Putnam Avenue will include survey services and the preparation of plans and specifications to relocate the existing station to Town of Hamden property designated for the future firehouse. The new station will be located across the street, approximately 300 feet northwest of the current site at the corner of Putnam Avenue and Gallagher Road.

The relocation will significantly improve and enhance access, allowing maintenance equipment to safely operate within the fire station's parking area. The new duplex submersible station will include approximately 300 feet of new gravity sewer to the new wetwell and approximately 300 feet of new forcemain. The existing can station will be abandoned and properly decommissioned. Criscuolo Engineering will provide a complete design package, including new pumps, electrical systems, and controls, and will assemble a full bid package.

I recommend approval of a Criscuolo Engineering, LLC Task Order in the amount of \$54,700, plus a 10% contingency of \$5,470, for a total amount not to exceed \$60,170.

This project is budgeted 100% from the Authority's approved FY24 Capital Funds.

  
\_\_\_\_\_  
Thomas V. Sgroi, PE  
Director of Engineering

ecopy: Gabe Varca, Lou Criscuolo  
Joe Megale, Nick Stevens

# Criscuolo Engineering, LLC

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James M. Pretti, Jr., P.E., L.S., Member  
Robert A. Criscuolo, P.E., L.S., (1957-2018)  
Mark D. Ballou, L.S.  
Charles A. Fisher, L.S.I.T.

Consulting Engineers  
Civil Engineers  
Land Surveyors

November 7, 2025

Thomas V. Sgroi, Director of Engineering  
Greater New Haven Water Pollution Control Authority  
260 East Street  
New Haven, CT 06512

RE: Putnam Avenue Pump Station  
Hamden, Connecticut  
CE File 2025.124  
203-466-5185  
tsgroi@gnhwpc.com

Dear Mr. Sgroi:

In accordance with our phone calls and emails, **CRISCUOLO ENGINEERING LLC** is pleased to submit this proposal for Surveying & Engineering Services for the above referenced project. Specifically, we propose the following:

## **SCOPE OF SERVICES**

### **LAND SURVEY PHASE**

1. Update land records/engineering records to verify existing property line and land disposition.
2. Mark out limits and coordinate with CBYD.
3. Perform limited topography in the area of the pump station, including the locations of utilities as marked in the field by others, and site features immediately adjacent.
4. Prepare an Existing Conditions Map to A-2/T-2 standards for the area as outlined above.
5. Provide your office with five (5) copies of the Existing Conditions Map.

### **CONCEPTUAL DESIGN PHASE**

1. Evaluate existing conditions of current pump station.
2. Preliminarily size new pump station using old castle precast "one lift pump station" as the design model.
3. Review FEMA mapping of the area and determine flood zone.
4. Prepare a schematic site plan using the new survey information depicting possible rearrangement of new underground structures and above ground equipment within property limits. Plans to include replacing the 325 LF± sewer main for gravity connection to new pump station location.
5. Prepare a schematic bypass pumping plan for construction activities.
6. Meet with GNHWPCA personnel to present design components and layout before proceeding to final design phase. **420 East Main Street, Building 1, Suite 9, Branford, CT 06405**  
Phone (203) 481-0807 e-mail: [office@cengineeringllc.com](mailto:office@cengineeringllc.com)



**FINAL DESIGN PHASE**

1. Finalize pump/piping design and details.
2. Plan and profile of a new sewer main to be replaced
3. Confirm electrical loads, determine final generator size and coordinate connections to new facility, and power utility.
4. Prepare a wiring plan and details of new power feed, automatic transfer switch and connections to new pump control cabinet
5. Provide details of new underground structures.
6. Prepare Contract Documents and Specifications including Invitation to Bid, Instructions to Bidders, Bid Documents, General Conditions, Supplemental General Conditions, and Technical Specifications.
7. Compile final Bid Documents for printing. Provide fifteen (15) sets of Contract Plans and Documents for bidding.

**BIDDING AND AWARD PHASE**

1. Provide technical assistance as required to secure bids for construction.
2. Attend a pre-bid conference, if proposed.
3. Prepare and issue any contract addenda required for site development aspects of the work.
4. Attend the bid opening. Provide technical input from a site construction perspective for your award considerations.

**CONSTRUCTION PHASE**

1. Provide technical assistance to the Authority in administering the site construction aspects of the project.
2. Attend job meetings as required during the site construction phases of the project.
3. Periodically (weekly) inspect the quality and the progress of the site construction. Prepare field reports recording all observations and directives.
4. Review and take action on all site construction submittals, material certificates, and shop drawings.
5. Provide interpretations of documents and address technical questions during site construction.
6. Provide engineering services required during the construction to address any site construction issues that may arise.
7. Perform a site construction punch list inspection. Prepare a written site construction punch list. Re-inspect as required.
8. Provide technical assistance with the contract closeout.

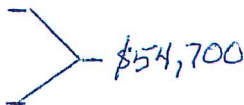
ADDITIONAL SERVICES

The following additional services are not included as part of this proposal:

1. Any permitting with Connecticut D.O.T., D.E.E.P. etc.
2. Land Use Applications.

COMPENSATION

For the Scope of Basic Services indicated we propose the following fees:

Land Surveying Phase	\$ 5,700.00	
Conceptual Design Phase:	\$ 8,500.00	
Final Design Phase:	\$ 38,000.00	
Bidding & Award Phase:	\$ 2,500.00	
Construction Phase:	\$ 7,500.00	

Any additional services requested and authorized by you will be billed on an hourly basis utilizing the rates detailed in the enclosed Standard Terms and Conditions. Bills will be rendered monthly based on the amount of work to date, and are due with 30 days.

We would expect work to begin on this project within two weeks of our receipt of your written acceptance of this proposal, weather permitting.

Requests for Digital Copies of Drawings/Plans are subject to the following: Payment is due prior to transmission, unless other arrangements have been made. The Fee for 1-4 sheets is \$50.00. Five or more sheets are \$10.00 for each additional sheet. Format will be .pdf only-all AutoCAD drawings remain the property of CE and will not be released.

If this proposal and the attached Standard Terms and Conditions satisfactorily set forth your entire understanding of the arrangement between us, please sign where indicated and return a copy to this office. This proposal will be open for acceptance until January 15, 2026.

Thank you for inviting us to undertake this work. We look forward to our association with you on this project.

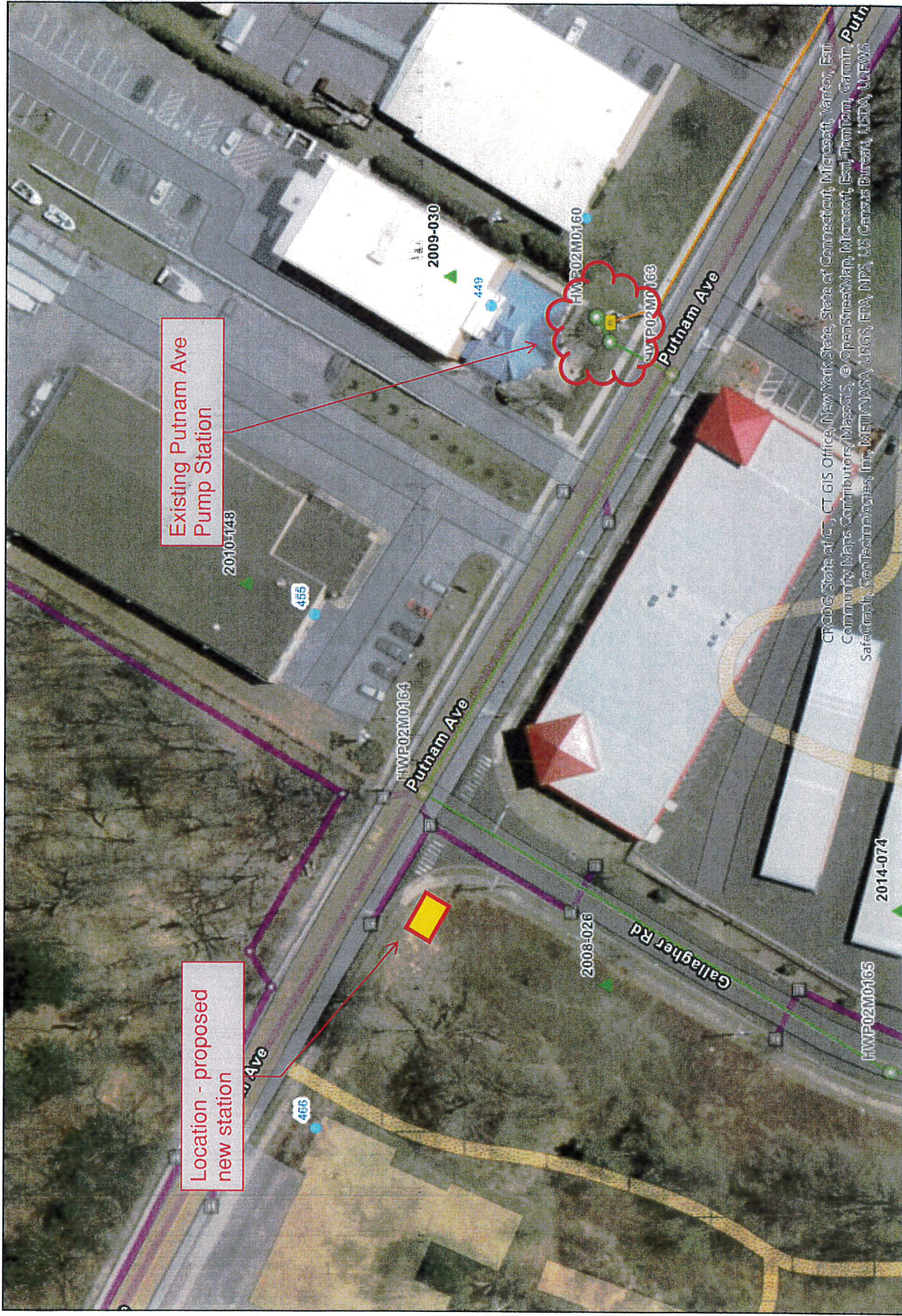
Sincerely,

CRISCUOLO ENGINEERING LLC

  
James M. Pretti, Jr., P.E., L.S.,  
Member

JMP/njp  
Enclosure





Existing Putnam Ave  
Pump Station

Location - proposed  
new station

CH2M HILL  
Community Maps Contributors, Massachusetts, @ OpenStreetMap, Microsoft, Esri, Garmin, Putnam  
Safaricom, GeoTechnologies, Inc, METROUSA, USGS, EPA, NPS, US Census Bureau, USDA, FEMA

**Disclaimer:**  
Sewer mapping data is for planning purposes only.  
Although compiled from record plans, there is no  
guarantee that this data is free from errors and omissions.

# Project: Putnam Avenue Pump Station Relocation

1:1,128

12/3/2025





## MEMORANDUM

DATE: December 2, 2025

TO: Sidney J. Holbrook

FROM: Thomas Sgroi, PE  
Director of Engineering

RE: **Recommendation to execute a CWF Grant/Loan Agreement with the CT DEEP for an Infiltration and Inflow Project**

Sid:

I request that the above-mentioned recommendation be added to the December 10, 2025, Board Agenda to apply for CT DEEP Clean Water Funds.

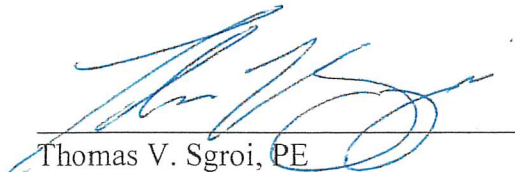
The Engineering Department requests approval of an \$8,000,000 Clean Water Fund Grant/Loan obligation under the CT Department of Energy and Environmental Protection Clean Water Fund program for the Design, Construction, and Construction Management for the following project:

- CWF 2021-02 – Infiltration and Inflow Improvements Mill River Phase 3 (Areas 6,7,11,13,15,19 & 22)

This project consistent with the recommendation for the Phase 1 and Phase 2 I/I Studies for the Mill River area performed through the CWF program. The application will be submitted to the DEEP Clean Water Fund I/I 20% Grant / 80% loan Program

The project is DEEP Clean Water Fund Eligible as follows:

- DEEP CWF CSO 80/20 Grant/Loan



Thomas V. Sgroi, PE  
Director of Engineering

ecopy: Gabe Varca, Lou Criscuolo,  
Joe Megale, Nick Stevens



RESOLUTION APPROPRIATING \$8,000,000 FOR ENGINEERING, DESIGN, AND CONSTRUCTION RELATED TO INFILTRATION AND INFLOW REMOVAL AND IMPROVEMENTS IN THE MILL RIVER PHASE 3 AREAS (6, 7, 11, 13, 15, 19 AND 22) AND AUTHORIZING THE ISSUANCE OF \$8,000,000 CLEAN WATER FUND OBLIGATIONS OF THE AUTHORITY UNDER THE STATE OF CONNECTICUT CLEAN WATER FUND PROGRAM SECURED SOLELY BY REVENUES OF THE SEWERAGE SYSTEM AND AUTHORIZING THE AUTHORITY TO ENTER INTO GRANT AND LOAN AGREEMENTS

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GREATER NEW HAVEN WATER POLLUTION CONTROL AUTHORITY:

Section 1. Under and pursuant to the provisions of the Bylaws of the Greater New Haven Water Pollution Control Authority (the "Authority") and all other general or special laws thereto enabling, there be and hereby is approved the appropriation of \$8,000,000 for: (1) the engineering, design, and construction, as applicable, of infiltration and inflow removal and improvements in the Mill River Phase 3 Areas (6, 7, 11, 13, 15, 19 and 22), including, but not limited to, laying, installing, constructing, operating, maintaining, repairing, and replacing sanitary sewer lines, the rehabilitation of manholes, and the installation of approximately 27,000 linear feet of cured in place pipe lining, all as more fully set forth in the Infiltration/Inflow Studies entitled (i) "Mill River Sewershed Inflow and Infiltration" dated November 2016, prepared by Kleinfelder and approved by the Connecticut Department of Energy and Environmental Protection ("DEEP") on September 2017, (ii) "The Sewer System Evaluation Survey for the Mill River Sewershed Meter Areas 7, 11, 15, and 22" dated November 2020, prepared by Kleinfelder and approved by DEEP on January 14, 2021, and (iii) "Sewer System Evaluation Survey Mill River Sewershed Areas 6, 13 and 19" dated March 2023, prepared by AECOM and approved by DEEP on August 2024, each as the same may be amended from time to time; and (2) engineering, construction management, administrative, printing, legal and financing costs related thereto, including, but not limited to, trustee fees, credit enhancement and bond funded reserve requirements, as applicable, said appropriation to be inclusive of any and all State and Federal grants-in-aid thereof (collectively, the "Project").

Section 2. To meet said appropriation, not exceeding \$8,000,000 interim funding obligations and project loan obligations of the Authority may be issued (hereinafter "Clean Water Fund Obligations") evidencing an obligation to repay any portion of the costs of the Project determined by the State of Connecticut Department of Energy and Environmental Protection to be eligible for funding under Section 22a-475 et seq. of the Connecticut General Statutes, as the same may be amended from time to time (the "Clean Water Fund Program"). The Executive Director is authorized in the name and on behalf of the Authority to apply for and accept any and all Federal and State loans and/or grants-in-aid of the Project and is further authorized to expend said funds in accordance with the terms hereof and in connection therewith to contract in the name of the Authority with engineers, contractors and others. The Executive Director is hereby authorized to

execute and deliver to the State in the name of and on behalf of the Authority Project Loan and Project Grant Agreements under the Clean Water Fund Program. The Authority may issue Clean Water Fund Obligations in one or more series and in such denominations as the Executive Director and the Treasurer shall determine. The Executive Director and the Treasurer are hereby authorized to determine the amount, date, maturity, interest rate, form and other details and particulars of the Clean Water Fund Obligations subject to the provisions of the Clean Water Fund Program, and to execute and deliver the same.

Section 3. The payment of the principal and interest on the Clean Water Fund Obligations shall be secured solely by revenues derived from the operation of the sewerage system, including without limitation use charges, connection charges, benefit assessments or any combination thereof, investment income derived therefrom, or other property of the sewerage system or revenue derived from the operation of the sewerage system, subject to the provisions of the Clean Water Fund Program. Each of the Clean Water Fund Obligations shall recite to the effect that every requirement of law relating to its issue has been duly complied with, that such Clean Water Fund Obligation is within every debt and other limit prescribed by law, that such Clean Water Fund Obligation does not constitute a general obligation of the Authority for which its full faith and credit is pledged, and that such Clean Water Fund Obligation is payable solely from revenues, assessments, charges or property of the sewerage system specifically pledged thereto and therefor.

Section 4. All or any portion of the Clean Water Fund Obligations may be issued pursuant to an indenture of trust, (hereafter the "Indenture") which Indenture may contain provisions customarily included in revenue bond financings, including, without limitation, identification and pledge of revenues securing the Clean Water Fund Obligations, providing for the form of the Clean Water Fund Obligations, conditions precedent to the issuance of Clean Water Fund Obligations and additional Clean Water Fund Obligations, the establishment and maintenance of funds and the use and disposition thereof, including but not limited to accounts for the payment of debt service, the payment of operating expenses, debt service reserve and other reserve accounts, providing for the issuance of subordinated indebtedness, defining an event of default and providing for the allocation of revenues in such event, credit enhancement, providing for a pledge and allocation of sewer revenues to pay for obligations issued by third parties, and provisions of a similar and different nature and which are necessary, convenient or desirable in connection with the issuance of the Clean Water Fund Obligations and their marketability. The Executive Director and the Treasurer are authorized to execute and deliver the Indenture and their signatures shall evidence their approval on behalf of the Authority of all such provisions contained therein pursuant to this section and shall be effective to the Authority in accordance therewith.

Section 5. The Executive Director and the Treasurer are hereby authorized and directed to execute and deliver any and all additional instruments, agreements, documents and certificates in connection with the issuance and sale of the Clean Water Fund Obligations as shall be necessary or appropriate to consummate the transactions contemplated by this resolution and the aforementioned documents.



Section 6. The Authority hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this resolution in the maximum amount and for the Project with the proceeds of bonds, or other obligations authorized to be issued by the Authority. The bonds or other obligations authorized to be issued shall be issued to reimburse such expenditures not later than eighteen months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Authority hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Treasurer or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration.

Section 7. The Executive Director and the Treasurer are hereby authorized, on behalf of the Authority, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the Clean Water Fund Obligations authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 8. This resolution shall be effective upon its approval by the Board of Directors of the Authority.



**Greater New Haven Water Pollution Control Authority**

260 East Street New Haven, CT 06511  
203.466.5280 p 203.772.1564 f www.gnhwpca.com

## MEMORANDUM

DATE: December 2, 2025

TO: Sidney J. Holbrook

FROM: Thomas Sgroi, PE  
Director of Engineering

RE: Task Order Recommendation  
**Project No. CWF 2021-02 Phase 3 Mill River Sewershed  
Infiltration and Inflow Removal and Improvements in the Mill River Areas  
(6,7,11,13,15,19 and 22)  
Kleinfelder – Design Service**

Sid:

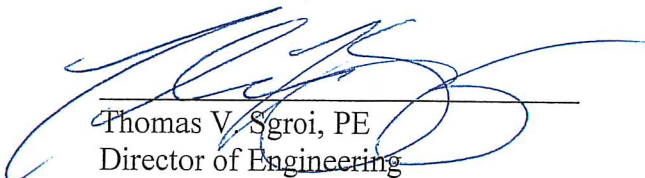
I request that the above-mentioned recommendation be added to the December 10, 2025 Board Agenda for resolution.

Kleinfelder will provide final design services for the above-referenced project in accordance with the attached scope of services. The work includes design efforts for over 27,000 LF of sanitary sewer lining, as well as pipe and manhole rehabilitation identified in previously approved DEEP Clean Water Fund Sanitary Sewer Evaluation Studies within the Mill River sewershed area in the Town of Hamden.

Subject to DEEP's approval, I recommend approval of a Kleinfelder Task Order in the amount of \$128,725, plus a 10% contingency of \$12,873, for a total amount not to exceed \$141,598.

The project is 100% DEEP Clean Water Fund (CWF) eligible as follows:

- 20% DEEP CWF Grant
- 80% DEEP CWF 2% Loan



Thomas V. Sgroi, PE  
Director of Engineering

ccopy: Gabe Varca, Lou Crisculo  
Joe Megale, Nick Stevens





**Greater New Haven Water Pollution Control Authority  
Infiltration and Inflow Improvements – Mill River Subareas 6, 7, 11, 13, 15, 19, and 22  
Scope of Services**

Kleinfelder prepared the following scope of services for the design of sewer repairs and rehabilitation in Hamden, Connecticut, as recommended in the SSES Infiltration Studies: CWF 2018 – 01 - Mill River Sewershed Meter Areas 7, 11, 15, and 22, and CWF 2019 – 01 – Mill River Sewershed Meter Areas 6, 13, and 19. The work includes final design services to rehabilitate sanitary sewers and manholes in the Greater New Haven Water Pollution Control Authority (GNHWPCA) system at various locations throughout Hamden.

This rehabilitation work will be performed in seven (7) subareas: 6, 7, 11, 13, 15, 19, and 22 based on the cost-effective priority set forth in the SSES studies. The prioritized list of repairs is based on an anticipated construction cost of approximately \$4.5 Million as totaled in the SSES studies; and includes recommendations for approximately 27,000 feet of cured-in-place pipe with manhole linings and structural repairs.

**Task 1 Design:** Compile and evaluate the prioritized list of sewer repairs identified in both SSES studies (CWF 2018-01 and 2019-01) and confirm that the project is consistent with GNHWPCA's planned budget. Prepare design plans and technical specifications for GNHWPCA's use in bidding and constructing the proposed project.

- 1.1 Review previous recommendations from SSES Infiltration Studies, CWF 2018 - 01 and CWF 2019 – 01. Perform a desktop review of the project area and identify access and constructability concerns to review with GNHWPCA.
- 1.2 Attend an in-person kick-off meeting with GNHWPCA to discuss previous recommendations and anticipated project budget and schedule.
- 1.3 Perform up to two (2) site reconnaissance visits at the proposed project sites. These visits will include, but not limited to, access, constructability, and wetland impacts to be incorporated into the plan set.
- 1.4 Develop construction plans using GIS for rehabilitation of roughly 27,000 linear feet of sewer pipe and manholes, depicting specific rehabilitation locations with pipe lengths, materials, and diameters, and manhole types and depths. Perform up to one (1) week of field reconnaissance and supplemental inspection. Drawings will include: erosion and sedimentation control details, maintenance and protection of traffic, and various construction details. Incorporate Connecticut Clean Water Fund requirements into the drawings as needed. Design plans will be internally reviewed in accordance with Kleinfelder's Quality Control Program at 75% and 100% levels of design. Perform up to 40 hours of field activity (manhole inspections, access coordination, testing) in support of design development.
- 1.5 Develop specifications for the project consisting of general specifications (Division 0 and 1), and technical specifications including a bid form and construction requirements. Kleinfelder understands that GNHWPCA has standard specifications that will be used.



Incorporate Connecticut Clean Water Fund requirements into the specifications, as needed. Specifications will be internally reviewed in accordance with Kleinfelder's Quality Control Program at 75% and 100% levels of design.

- 1.6 Prepare an opinion of probable construction cost (OPCC) for the proposed rehabilitation at 75% and 100% levels of design. OPCCs will be internally reviewed in accordance with Kleinfelder's Quality Control Program at 75% and 100% levels of design.
- 1.7 Present 75% and 100% plans, specifications, and OPCC to the Client for review and comment. Meet with GNHWPCA virtually to review contract documents. Incorporate comments and proposed changes to the contract documents.
- 1.8 Provide final construction documents which will include a complete set of plans, technical specifications, and bidding documents suitable for public bidding and construction. Bid proposals will be arranged on a unit price basis.

#### Task 1 Deliverables

- Meeting agendas and minutes for three (3) meetings with GNHWPCA: Kick-off (in-person), 75% Design (virtual) and 100% Design (virtual).
- Design Documents (75%) – Contract Drawings and Specifications in electronic format.
- Final Contract Documents (100%) – Final contract documents (drawings, technical specifications and bid documents) with Professional Engineer's stamp in electronic format. One (1) copy full-size hardcopy of Contract Documents will be provided.
- Opinion of probable construction cost with each design submission

#### Assumptions:

- Kleinfelder will conduct up to two (2) site visits to understand the project site and review access and constructability.
- Based on the rehabilitation scope of work detailed in SSES Infiltration Studies: CWF 2018 - 01 and CWF 2019 - 01, no significant point repairs are expected. Therefore, survey is excluded.
- GNHWPCA will provide an editable version of their standard contract specifications.
- GNHWPCA has received CT CWF funding for this project and can provide the required documentation for inclusion into the contract drawings and specifications.
- GNHWPCA will provide updated GIS Shapefiles.

**Task 2: Permitting and Coordination** Task 2 includes supplemental services for the necessary permitting support associated with the proposed rehabilitation. Through Task 2, Kleinfelder will:

- 2.1 Develop and submit a notification to the Hamden Conservation Commission. Perform one (1) site visit with the wetland officer. Utilizing GNHWPCA's existing de minimis





agreement, Kleinfelder will prepare and submit a letter, project description and mapping to the Conservation Commission for review. Resource areas to be reviewed include but not limited to, Natural Diversity Data Base (NDDDB), FEMA 100-year floodplain, floodway, 500-year floodplain and 200-foot upland review area.

- 2.2 Prepare and submit, via CTDEEP's EZ File system, a NDDDB review request. NDDDB determination recommendations will be incorporated into plans and specifications, as applicable.
- 2.3 Notify and coordinate with the Farmington Canal Heritage Trail Association, Town of Hamden and relevant private utilities on the scope, locations, and preliminary schedule of the proposed work.
- 2.4 Submit design documents for review and comment to the Connecticut Department of Transportation (CTDOT) for work on Route 22. Respond to comments and questions from CTDOT. Incorporate permit requirements into the Contract Specifications. Temporary and permanent easements on CTDOT property are excluded.

#### Task 2 Deliverables

- Notification to Hamden Conservation Commission and Farmington Canal Heritage Trail Association
- Draft and Final Permit Submittals to CTDOT

#### Assumptions:

- Wetlands in the vicinity will not be flagged and will be determined through GNHWPCA's GIS or CTDEEP's GIS Open Data.
- This work falls within GNHWPCA's de minimis agreement and a full Commission Wetlands Permit from Hamden will not be required
- Any impacts will be temporary with no impacts below OHWM and an Army Corps wetland permit is not required.
- CTDEEP Flood Management Certification Approval or Town of Hamden floodplain permits are not required.
- GNHWPCA will provide contact information for relevant Town of Hamden Departments.
- Based on a desktop review, the Farmington Canal Trail is maintained by the Town of Hamden Parks and Recreation Department. Kleinfelder assumes that the work within the Canal Trail does not require a permit or license agreement.
- Aquifer Protection Area approvals or permits are excluded.
- Permanent or temporary easements are excluded.

**Task 3: Bidding Assistance** Provide GNHWPCA with general assistance during one (1) public bidding process. We assume that GNHWPCA will obtain wage rates, place all advertisements, distribute plans, specifications and addendums, open bids, and prepare the construction contract. Kleinfelder will:



- 3.1 Prepare a bid advertisement and up to six (6) portable storage devices with contract documents for bidders. Attend one (1) non-mandatory pre-bid meeting virtually.
- 3.2 Answer questions during the bid. Prepare two (2) addenda if required and provide one (1) electronic copy to GNHWPCA for use in distributing to the contractors.
- 3.3 Attend bid opening virtually. Tabulate and review bids received from GNHWPCA.
- 3.4 Perform reference checks and make a recommendation for award.

#### **Task 4: Project Management**

Through Task 4, Kleinfelder will:

- Coordinate with the project team to achieve design objectives, meet schedule and budget.
- Maintain regular project status communications with GNHWPCA.
- Perform regular budget status reviews and report status to GNHWPCA with monthly invoicing. Provide monthly project status report to GNHWPCA.

#### **Task 4 Deliverables**

- Contract agreements
- Monthly invoicing and updates

#### **Assumptions**

- GNHWPCA has received CT CWF funding for this project and does not need support with respect to providing required project documentation and updates to CT DEEP.

#### **MBE & WBE Compliance**

Kleinfelder plans to use the following firms to achieve Clean Water Fund DBE participation goals of 3.0% (MBE) and 5% (WBE).

- MBE: Martinez Couch & Associates – Field support under Task 1.4. \$5,000
- WBE: JKB Consulting – Permitting support under Task 2. \$16,000



### Engineering Fee Estimate and Schedule

The fee to provide the full scope of engineering services for the above scope of work is to be paid on a Time and Materials basis with a not-to-exceed value of **\$128,725**, as detailed on the attached Engineering Fee Estimate. The fee is based on our current billing rates and includes all labor, overhead, profit, and expenses directly related to this assignment.

The schedule for this work from commencement to completion is expected to take six months. Note that this schedule includes approximately one week of review time for GNHWPCA after the submission of each deliverable.

Task 1	Design	\$88,850
Task 2	Permitting and Coordination	\$21,750
Task 3	Bidding	\$9,965
Task 4	Project Management	\$8,160
<b>Total Task Fee</b>		<b>\$128,725</b>

### Attachments:

- Engineering Fee Estimate

**Exclusions** – The following services are not included nor anticipated in this current phase of work.

- Survey
- Easements
- Property Maps
- Right of Entries
- Flood Management Certification
- Environmental Site Investigations
- Geotechnical Investigations
- Wetland Flagging
- Public Outreach
- Construction Phase Services





**Greater New Haven Water Pollution Control Authority**  
260 East Street New Haven, CT 06511  
203.466.5280 p 203 772.1564 f www.gnhwpca.com

DATE: December 1, 2025  
TO: Sidney J. Holbrook, Executive Director  
FROM: Joseph Megale, Director of Operations  
**RE: Uniform Service Agreement Authorization**

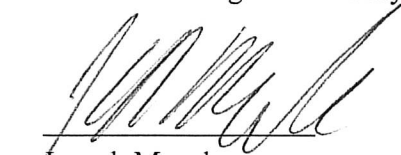
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Sid:

I request that the above-mentioned recommendation be added to the December 10, 2025 Board Meeting Agenda for resolution.

The Operations Department requests authorization for the Executive Director to approve and authorize the attached contract with Cintas Corporation for a five-year term for uniform rental and laundry services. The full-service uniform rental program includes uniform rental services for employees at East Shore Water Pollution Abatement Facility (ESWPAF) as well as providing laundry services for floor mats at ESWPAF. In accordance with the Collective Bargaining Unit agreement, the Authority is required to provide uniforms, consisting of shirts, pants, and jackets to all operational, maintenance and collections employees.

These services are budgeted annually from the Authority's Approved Operating Funds.

  
\_\_\_\_\_  
Joseph Megale  
Director of Operations

e-copy: Gabe Varca, Director of Finance & Administration  
Lou Criscuolo, Deputy Director of Finance and Administration  
Tom Sgroi, Director of Engineering



# STANDARD RENTAL SERVICE AGREEMENT

Location No. 0701 Agreement No. 210713678 Customer No. 10391349 Date \_\_\_\_\_  
 Customer GREATER NEW HAVEN WATER PCA Phone 203-466-5277  
 Address 345 E SHORE PKWY City NEW HAVEN State CT Zip 06512-1813

## UNIFORM PRICING:

Material#	Description	Rental Frequency	Inventory	Unit Price
X259	MENS PROKNIT NG SHIRTS - Rental		ANY	0.830
X381	CARHARTT 5 PKT JN - Rental		ANY	0.760
X59925	MENS UNISEX LAB COAT - Rental		ANY	0.882
X935	CINTAS COMFORT MENS SHIRT - Rental		ANY	0.429
X945	MENS COMFORT PANT WORK PANTS - Rental		ANY	0.429
X970	MENS LINED SERVICE JACKET - Rental		ANY	0.694

## EMBLEM PRICING:

Material#	Description	Rental Frequency	Inventory	Unit Price

## FACILITY SERVICES PRODUCTS PRICING:

Material#	Description	Rental Frequency	Inventory	Unit Price
X10189	3X5 XTRAC MAT ONYX - Rental	01	ANY	5.049
X10192	4X6 XTRAC MAT ONYX - Rental	01	ANY	7.585
X10202	3X10 XTRAC MAT ONYX - Rental	01	ANY	10.109
X2477	3X5 SCRAPER MAT - Rental	01	ANY	4.420
X45759	SNTZNG WIPE IRL - Rental	04	ANY	56.000
X62299	WET WIPE DISP W/CAN - Rental	01	ANY	3.792
X8000	LOCKER 8 COMP HANGER - Rental	01	ANY	3.087
X8004	LAUNDRY LOCK UP - Rental	01	ANY	3.087
X84035	3X10 BLACK MAT - Rental	01	ANY	8.000
X84335	3X5 BLACK MAT - Rental	01	ANY	4.000
X84435	4X6 BLACK MAT - Rental	01	ANY	6.000

- o This agreement is effective as of the date of execution for a term of 60 months from date of installation.
- o The additional charges listed below are subject to adjustment by Company effective upon notice to Customer, which notice may be in the form of an Invoice.
- o COD Terms \$\_\_\_\_\_ per week charge for delayed payment (If Amount Due is Carried to Following Week)
- o Credit Terms - Charge Payments due 10 Days After End of Month
- o Automatic Lost Replacement Charge Material \_\_\_\_\_ % of Inventory \$\_\_\_\_\_ EA
- o Make-Up Charge \$3.050 per garment.
- o Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium \$0.170 per garment
- o Artwork Charge for Logo Mat \$\_\_\_\_\_
- o Under no circumstances will the Company accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.
- o Service Charge: \$8.21 per delivery.
- o This Service Charge is used to help Company pay various fluctuating current and future costs including, but not limited to, costs directly or indirectly related to the environment, energy issues, service and delivery of goods and services, in addition to other miscellaneous costs incurred or that may be incurred in the future by Company.
- o Size Change: Customer agrees to have employees measured by a Cintas representative using garment "size samples". A charge of \$5.000 per garment will be assessed for employees size changed within 4 weeks of installation.
- o Uniform Advantage \$0.098 per standard garment Premium Advantage \$0.142 per flame resistant/high visibility garment
- o Uniform Advantage and Premium Advantage cover damaged garments needing to be replaced outside of normal wear and tear. Uniform Advantage and Premium Advantage do not cover lost or unreturned garments. The Customer or Company may cancel Uniform Advantage and Premium Advantage at any time.
- o Emblem Advantage \$0.032 per garment. Emblem Advantage covers name and company emblems initially selected by Customer. The Customer or Company may cancel Emblem Advantage at any time after six months from date of installation.



## STANDARD RENTAL SERVICE AGREEMENT

- ☐ Prep Advantage \$0,032 per garment. Prep Advantage covers all costs associated with garment preparation. The Customer or Company may cancel Prep Advantage at any time after six months from date of installation.
- ☐ Other Price Increase will be capped at 5% maximum per year.

/ /  
Date ☐ Initial and check box if Unlease. All garments will be cleaned by Customer.

/ /  
Date ☐ Initial and check box if receiving Linen Service. Company may make periodic physical inventories of items in possession or under control of customer.

/ /  
Date ☐ Initial and check box if receiving direct embroidery. If service is discontinued for an employee, or Customer deletes any of the garments with direct embroidery for any reason, or terminates this agreement for any reason, or fails to renew the agreement, Customer will purchase all direct embroidered garments at the time they are removed from service at the then current replacement values.

/ /  
Date ☐ Initial and check box if declining the Uniform Advantage Program

Customer certifies that ☐ It is ☐ Is not a federal, state, or local government branch or agency.

This agreement is subject to the terms and conditions on the back of this agreement. By signing below, Customer agrees to and accepts the terms and conditions on the back of this agreement.

Cintas Logo No \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Accepted-GM \_\_\_\_\_

Please Sign Name \_\_\_\_\_

Please Print Name \_\_\_\_\_

Please Print Title \_\_\_\_\_

E-Mail \_\_\_\_\_



## STANDARD UNIFORM RENTAL SERVICE AGREEMENT RENEWAL

1. The customer, its successors and assigns ("Customer") orders from CINTAS CORPORATION or any of its subsidiaries, successors and assigns ("Company") all of the Customer's requirements of garment rental services and other items covered by this agreement during the term of this agreement all in accordance with the pricing, terms and conditions contained herein. Pricing is based on 52 weeks billing per rental item per year.
2. All garments and other rented items will be cleaned and maintained by Company and remain the property of the Company. Any garments that require replacement due to normal wear will be replaced by Company at no charge to Customer.
3. Unless specified otherwise, the garments supplied under this agreement are not flame resistant or acid resistant and contain no special flame resistant or acid resistant features. Flame resistant and acid resistant garments are available from Company upon request. If Customer has selected flame resistant or acid resistant garments, Customer agrees to notify its employees who are not receiving flame resistant or acid resistant garments that their garments are not designed for use in areas of flammability risk or where contact with hazardous materials is possible. Unless Customer has selected flame resistant or acid resistant garments, Customer warrants that none of the employees for whom garments are supplied under this agreement require flame resistant or acid resistant clothing.
4. Customer agrees to notify Company, in writing, of any hazardous materials that may be picked up by Company in the soiled garments or other textiles serviced under this agreement. In no case will hazardous materials be present to the extent that they may be harmful to Company's employees.
5. If Company provides floor mats to Customer, Customer is ultimately responsible for choosing the type and placement of any floor mats provided by Company and ensuring floor safety locations at its location. If a mat needs to be replaced for any reason prior to its next scheduled service, Customer should remove it and contact Company to request replacement.
6. The weekly rental charge for any individual leaving the employ of Customer can be terminated, but only after all garments issued to that individual, or the current replacement value of same, have been returned or paid to Company. Any non standard, or special products (i.e., logo mats) must be purchased by the Customer if service is stopped for any reason. If items are lost or damaged by any means Customer will pay the then current replacement values for said items. Should Customer require garment sizes that are outside the standard size range, Customer agrees to pay the specific premium price for those items and sizes designated under Uniform Charges.
7. This agreement is effective as of the date of execution. The initial term of this agreement shall be as set forth on the front of this agreement and shall automatically renew for the same period of time unless Company is notified, to the contrary, in writing, no more than 180 days, but no less than 90 days in advance of the expiration of the then current term. Company has the right to increase prices. The Customer has the right to reject the increase within ten (10) days of the notice. If Customer rejects the price increase, Company may terminate this agreement. All invoices must be paid within ten (10) days after the end of the month. Interest will accrue on any amounts which are not paid when due from the date due to the date of payment in full at an annual percentage rate equal to the lesser of (a) eighteen percent 18% or (b) the maximum rate permitted by applicable law.
8. Company is a licensee and not the owner of the Carhartt trademarked products. If Company should no longer have such license, then Company will substitute the Carhartt trademarked garments with garments of similar material and quality.
9. Customer hereby agrees to defend, indemnify and hold harmless Company from any claims and damages arising out of or associated with this agreement.
10. Company guarantees to deliver the highest quality textile rental service at all times. Any complaints about the quality of the service which have not been resolved in the normal course of business must be sent by registered letter to Company's General Manager. If Company then fails to resolve any material complaint in a reasonable period of time, Customer may terminate this agreement provided all rental items are paid for at the then current replacement values or returned to Company in good and usable condition.
11. Additional customer employees, products and services may be added to this agreement and shall automatically become part of and subject to the terms hereof this agreement, and subject to all of its provisions. If this agreement is terminated early, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the application expiration date for any reason other than documented quality of service reasons which are not cured as set forth above, or terminated by Company for cause at any time, Customer will pay to Company, as liquidated damages and not as a penalty, the greater of 50% of the average weekly invoice total multiplied by the number of weeks remaining in the unexpired term, or buy back all garments and other products allocated to Customer at the then current replacement values. Customer shall also be responsible for any unpaid charges on Customers' account prior to termination.
12. While this agreement is in effect, Customer agrees to pay a weekly minimum charge equal to 75% of (a) the charges on the initial invoice and (b) the charges for additional products and services added after the initial invoice.
13. Any dispute or matter arising in connection with or relating to this agreement shall be resolved by binding and final arbitration. The arbitration shall be conducted pursuant to applicable state or federal arbitration law. Any such dispute shall be determined on an individual basis, shall be considered unique as to its facts, and shall not be consolidated in any arbitration or other proceeding with any claim or controversy of any other party. The exclusive jurisdiction and forum for resolution of any such dispute shall lie in the state where Customer is located.
14. Customer certifies that Company is in no way infringing upon any existing contract between Customer and any other similar service provider.
15. This agreement contains the entire agreement of the parties with respect to the subject matter of this agreement and supersedes all prior





negotiations, agreements and understandings with respect thereto. This agreement may only be amended, modified or supplemented by a written document executed by all parties, provided, however, if a Federal, state or local governmental body or its representative is a party to this Agreement, the proposed modification, amendment or supplement must be in writing signed by a President or Senior Vice President of Cintas.

16. If Company provides flame resistant clothing to Customer, Customer agrees it bears sole responsibility for selecting the flame resistant clothing and fabrics ("FRC") under this Agreement determining whether such items are appropriate for use by its employees and agents in their applicable work environment(s). CUSTOMER ACKNOWLEDGES THAT COMPANY HAS MADE NO REPRESENTATION, WARRANTY, OR COVENANT WITH RESPECT TO THE FLAME-RESISTANT QUALITIES OR OTHER CHARACTERISTICS OF THE FRC OR WITH RESPECT TO THEIR FITNESS OR SUITABILITY FOR THIS OR ANY OTHER PURPOSE. COMPANY MAKES NO REPRESENTATION WHETHER THE FRC CONSTITUTES APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT FOR THE ENVIRONMENT(S) TO WHICH CUSTOMER'S EMPLOYEES OR AGENTS MAY BE EXPOSED OR AS TO THE FRC'S ABILITY TO PROTECT USERS FROM INJURY OR DEATH. Customer agrees to notify all employees and other agents of Customer who may wear or will be wearing the FRC that it is not designed for substantial heat exposure or for use around open flames. Customer acknowledges that compliance with any and all OSHA or other similar regulations or requirements relating to personal protective equipment is the sole responsibility of Customer. Further, Customer releases Company from any and all liability that results or may result from the use of the garments, including but not limited to any alleged failure of the FRC to function as flame-resistant or provide protection against fire and/or heat. Customer hereby agrees to defend, indemnify and hold harmless Company from any claims and damages arising out of or associated with this Agreement or resulting from Customer's or its employees' use of the FRC.

17. If Company provides high visibility garments to Customer, Customer bears sole responsibility for: (a) determining the level of visibility needed by wearers of the garments for their specific work conditions or uses; (b) identifying and selecting which garments meet the required level of visibility for any particular work conditions or uses; and (c) determining when garments require repair or replacement to meet the required level of visibility. If garment needs to be replaced outside of normal wear and tear, the customer will be charged the then current replacement value. Customer acknowledges and understands that the garments alone do not ensure visibility of the wearer. Customer further acknowledges that Company is relying upon Customer to determine whether any garments need repair or replacement to maintain the required level of visibility. Company represents only that the garments supplied satisfy certain ANSI/ISEA standards to the extent the garments are so labeled. Customer acknowledges that Company has made no other representations, covenants or warranties whether express or implied, related to the garments.

18. If Company provides rubber voltage gloves ("Gloves") or additional personal protective equipment ("PPE"), Customer assumes all risks and agrees it bears sole responsibility for selecting the Gloves and additional PPE and determining whether such items are appropriate for use by its employees and agents in their applicable work environment(s). CUSTOMER ACKNOWLEDGES THAT COMPANY HAS MADE NO REPRESENTATION WHETHER THE GLOVES OR ADDITIONAL PPE CONSTITUTE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT FOR THE ENVIRONMENT(S) TO WHICH CUSTOMER'S EMPLOYEES OR AGENTS MAY BE EXPOSED OR AS TO THE GLOVES' OR ADDITIONAL PPE'S ABILITY TO PROTECT USERS FROM INJURY OR DEATH. COMPANY MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE USEFUL LIFE OF THE GLOVES OR ADDITIONAL PPE, THAT THE GLOVES OR ADDITIONAL PPE HAVE BEEN TESTED OR CERTIFIED, OR THAT THE GLOVES OR ADDITIONAL PPE WILL PASS ANY SAFETY, SPECIFICATION, OR CERTIFICATION TESTS. COMPANY DOES NOT WARRANT THE GLOVES OR ADDITIONAL PPE WILL COMPLY WITH THE REQUIREMENTS OF ANY SAFETY CODE OR REGULATION OF ANY FEDERAL, STATE, MUNICIPALITY OR OTHER JURISDICTION. THE GLOVES AND ADDITIONAL PPE ARE SOLD AS IS. ALL WARRANTIES WHICH MAY ARISE BY IMPLICATION OF LAW, COURSE OF DEALING, OR USAGE OF TRADE (INCLUDING BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) ARE EXPRESSLY EXCLUDED.

19. No agent, employee or representative of Company has authority to make any binding representation, affirmation of fact, or warranty (expressed or implied) with respect to the Gloves or additional PPE. Customer acknowledges that compliance with any and all OSHA or other safety regulations, including but not limited to satisfying the testing requirements under 29 CFR § 1910.137, is the sole responsibility of Customer. Further, Customer releases Company from any and all liability that results or may result from the use of the Gloves and additional PPE, including but not limited to any alleged failure of the Gloves and additional PPE to provide protection against electricity, fire, and/or heat. Customer hereby agrees to defend, indemnify and hold harmless Company from any claims and damages associated with the Agreement or this Addendum or resulting from Customer's or any other third party's use of the Gloves and additional PPE, including the negligence or other fault of Company. For any claims brought by employees of Customer, Customer expressly waives its immunity under applicable state workers compensation statutes.

20. Prevailing Wage/Living Wage. Customer understands and acknowledges individuals who provide services under this Agreement could be entitled to receive prevailing wages, living wages, or other minimum wages and/or benefits established by law ("Wage Statutes"). Customer understands and agrees that Customer is in sole possession and knowledge of the facts and circumstances necessary to make a determination as to whether any or all services provided under this Agreement are subject to any Wage Statutes. Accordingly, Customer agrees that it has the sole responsibility to determine whether the Agreement is subject to any Wage Statutes and that it will inform Cintas of this fact in writing prior to the Parties' execution of the Agreement. In the event that Customer fails to notify Cintas in writing that the Agreement is subject to a Wage Statute and either Cintas or any federal, state, or local authority determines that the services provided under the Agreement are subject to a Wage Statute, Customer agrees that it will pay Cintas all additional sums necessary to raise all wages and benefits covered by the applicable Wage Statute(s) for those individuals providing such services to Customer under the Agreement to the



minimum levels required by the applicable Wage Statute(s), and Customer agrees that it will defend and indemnify Cintas from any and all fines, penalties, interest, or other costs, expenses, or charges of any type imposed by any federal, state, or local authority for Cintas's failure to satisfy any such Wage Statute, as well as Cintas's costs and attorneys' fees incurred in responding to or defending against any such claim.

21. By signing the agreement, Customer authorizes Cintas to check its credit to determine payment terms for this agreement.

22. By signing the agreement, Customer waives its signature as a requirement for services rendered. Customer agrees to pay all services in full without the signature on their weekly invoice(s). Customers with multiple weekly invoices have the option to waive their signature on all but one invoice or may waive their signature on all invoices. If Customer chooses to retain signature authority, the respective SSR must be able to contact the customer to obtain a delivery signature.

Single Invoice: Signature Waived

Multiple Invoices: Signature Waived On All



## Changes to Cintas & Greater New Haven Water Pollution Control Authority Agreement

- Minimum stop charge us \$150.00
- No auto renewal on this agreement
- Additional Customer employees, products and services may be added to the agreement and shall automatically become a part of an subject to the terms and provisions of this agreement. If this is terminated early, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable expiration for any reason other than documented quality of service reasons which are not cured as set forth above, or terminated by Company for cause at any time, Customer will pay to Company, as liquidated damages and not as a penalty, the lesser of 50% of the average weekly invoice total multiplied by the number of weeks remaining in the unexpired term, or buy back all garments and other products allocated to Customer at the then current replacement values. Customer shall also be responsible for any unpaid charges on Customer's account prior to termination.
- Customer certifies that Company is in no way infringing upon any existing contract between Customer and any other uniform provider.
- This agreement may not be modified, amended or supplemented except in writing signed by an authorized representative of Company, provided, however, if a federal, state or local governmental body or its representative is a party to this agreement, the proposed modification, amendment or supplement must be in writing signed by a President or Senior Vice President of Company.
- Company guarantees to deliver the highest quality textile rental service at all times. Any complaints about the quality of the service which have not been resolved within 30 days must be sent by registered letter to Company's General Manager. If Company then fails to resolve any material complaint in a reasonable period of time, Customer may terminate this agreement provided all rental items are paid for at the then current replacement values or return to Company in good and usable condition.
- Annual price increase not to exceed 5%.

**CINTAS:**

**CUSTOMER:**

Sign Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_