



REGULAR MEETING OF THE
GREATER NEW HAVEN WATER POLLUTION CONTROL AUTHORITY
BOARD OF DIRECTORS
WEDNESDAY, APRIL 8, 2026 6:00 P.M.
260 EAST STREET
NEW HAVEN, CONNECTICUT

AGENDA

1. Approval of minutes of March 11, 2026 – Regular Meeting.
2. Public participation relating to agenda items.
3. Submission of Authority's Cost of Service Study; Annual Budget consisting of next fiscal year's projected expenditures and recommended user rates and charges and a proposed Annual Capital Budget for the next fiscal year; an annual update to the Five-Year Capital Improvement Plan; and the impact of the Annual Budget on the next fiscal year's projected expenditures and revenues and user rates and charges.
4. Consideration and approval of a resolution scheduling a public hearing for Wednesday, May 13, 2026 at 5:45 p.m. at the Greater New Haven Water Pollution Control Authority, 260 East Street, New Haven, Connecticut regarding the Authority's Annual Budget and recommended user rates and charges.
5. Consideration and approval of a resolution authorizing the Executive Director, Sidney J. Holbrook, to negotiate and execute an agreement with TaxServ Capital Services, LLC for professional services related to the collection of delinquent sewer use fees and other receivables the Authority places for collection.
6. Consideration and approval of a resolution approving a blanket purchase order under the Master Services Agreement with EBM, Inc. for server hosts and certain direct services for IT and related services provided by EBM, Inc., for an aggregate amount not to exceed \$233,119.35.
7. Consideration and approval of a resolution authorizing the Executive Director, Sidney J. Holbrook, to negotiate and execute an agreement with Duke's Root

Control, Inc. for condition assessment services of approximately 420 manholes, including traffic protection, prioritized by the GNHWPCA CMOM program, for an amount not to exceed \$99,000.

8. Consideration and approval of certain Departmental Budget Transfer Requests.
9. Executive Summary and department updates and presentations.
10. Consideration and approval, as necessary, of any other new business of the Authority.
11. Call to the public.
12. Adjournment.

AGREEMENT FOR PROFESSIONAL SERVICES
by and between
GREATER NEW HAVEN WPCA, NEW HAVEN, CT 06511
and
TAXSERV CAPITAL SERVICES, LLC
Collection of Delinquent Taxes & Other Receivables

This Agreement for Professional Services ("Agreement") is effective as of _____, 2026, and is by and between the Greater New Haven Water Pollution Control Authority, a municipal Corporation having its territorial limits within the County of New Haven, acting herein by _____, its _____ duly authorized (hereinafter referred to as the "Authority"), and TaxServ Capital Services, LLC, acting herein by Roger Blain, President, duly authorized (hereinafter referred to as the "Provider", "Contractor" or "TaxServ"). Together, the Authority, Provider, Contractor, or TaxServ are hereinafter known as "Parties" and singularly as "Party".

The Authority and the Contractor do mutually covenant and agree as follows:

1. SCOPE OF SERVICES

The Authority seeks assistance in the collection of various delinquent sewer use fees and other receivables that may, in the sole and absolute discretion of the Authority, be placed with Contractor for collection. The following are the services to be provided by Contractor for Authority ("Services"):

1.1 The receivables to be placed at the commencement of this Agreement to Contractor are delinquent sewer use fee bills ("Original Delinquent Bills").

1.2 Authority may place other types of additional delinquent bills to Contractor for collection during the term of this Agreement ("Additional Delinquent Bills"). The Original Delinquent Bills and Additional Delinquent Bills are defined together as "Bills".

1.3 The Authority has absolute discretion in the determination of which Bills are placed for collection.

1.4 The Contractor shall assist the Authority in the collection of the Bills due from the associated obligors through available statutory means, including legal remedy enforcement as may be approved by the Authority.

1.5 If any legal proceedings are required those matters will be referred to the Authority's counsel for prosecution.

2. TERM OF AGREEMENT

The Term of this Agreement, unless terminated sooner as set forth in this Agreement, shall be for three (3) years from the effective date of this Agreement indicated above, and may,

upon the written agreement of both the Authority and Contractor, be extended for three (3) additional one (1) year terms. The Term of this Agreement shall be extended beyond the stated termination date on a month-to-month basis until the Authority issues either: (a) a thirty (30) day Notice of Termination; or (b) an Agreement extension or a new agreement is executed.

3. COMPENSATION

Total compensation to Contractor under this Agreement shall be a collection agency fee of fifteen percent (15.0%) of the amount collected from Bills placed to Contractor, paid upon collection by the Authority ("Collection Agency Fee"). The Collection Agency Fee shall be added to the bills collectable as permitted by CGS 36a-805, payable in accordance with the Collection Fee Schedule attached hereto as Exhibit A ("Collection Fee Schedule").

Payments will be made by Contractor to Authority on or before the fifteenth (15th) day of the month following the month in which collections are received by the Contractor. In the event that the Authority determines, in its reasonable judgment, the Contractor to be in nonconformance with the terms of this Agreement or if in the Authority's reasonable judgment, the Contractor's work is not satisfactory, the Authority, upon written notice to Contractor outlining the specific deficiencies of the services being rendered, may take corrective action, including but not limited to any one or more of the following:

- Delay of payment of Collection Agency Fees or cost reimbursements; or
- Adjustment of payment to Contractor; or
- Suspension or termination of this Agreement.

4. MANAGEMENT

This Agreement will be managed for the Authority by the Superintendent Treasurer or their designee ("Managing Authority"). The Contractor and the Authority shall work closely together in all aspects of this program, and each shall follow reasonable suggestions of the other to improve the operation of the program.

5. RELATIONSHIP BETWEEN THE PARTIES

It is mutually agreed that the Contractor, including its employee(s), is an independent contractor and not an officer or employee of the Authority, and that this Agreement is a contract for services and not a contract of employment, and that, as such, the Contractor and its employee(s) shall not be entitled to any employment benefits of the Authority such as, but not limited to, vacation, sick leave, insurance, worker's compensation, pension, and retirement benefits. All personnel matters affecting contract staff will be the responsibility of the Contractor.

6. HOLD HARMLESS AGREEMENT

The Contractor, its agents and assigns, shall indemnify and hold harmless the Authority, including but not limited to, its elected directors, officials, its officers, employees, representatives and agents, from any and all claims made against the Authority, including but not limited to, damages, awards, costs and reasonable attorney's fees, to the extent any such claim directly and proximately results or arises from the wrongful, or negligent performance of services by the Contractor during the Contractor's performance of this Agreement or any other Agreements agreements of the Contractor entered into by reason thereof. The Authority agrees to give the Contractor prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

7. INSURANCE

Contractor shall be required to furnish proof of insurance coverage and shall not commence services hereunder until such proof of insurance has been delivered and approved by the Authority. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut with a Best's Key Rating of A-, VIII or better. Any and all exceptions must be approved by the Authority Risk Manager. Insurance coverage shall remain in full force for the duration of the Agreement term including any and all extensions or renewals thereof. Each insurance certificate shall contain a (30) day notice of cancellation to the Authority. All renewal certificates shall be furnished at least thirty (30) days prior to policy expiration to the Authority. Coverage shall include the following:

7.1 Commercial General Liability with limits not less than \$1,000,000 Combined Single Limit Bodily Injury and Property Damage. General Liability aggregate limit of \$2,000,000. All, if any, deductibles are the sole responsibility of the selected Provider to pay and/or indemnify.

7.2 Workers' Compensation in accordance with Connecticut General Statutes

7.3 Employer's Liability:

\$100,000 bodily injury for each accident;

\$100,000 bodily injury by disease for each employee

\$500,000 bodily injury by disease aggregate

7.4 Professional Liability: Issued on a claims made basis with a \$2,000,000 Single Limit for the term of the Agreement and for two years following its completion with the Authority to be named as a beneficiary thereon.

7.5 The Authority is included as an Additional Insured, ATIMA under the Commercial General Liability and Employer's Liability Insurance Policies. Additional Insured

10. EVENTS OF DEFAULT AND REMEDIES

10.1 Events of Default

Any of the following occurrences or acts shall constitute an Event of Default under this Agreement:

10.1.1 If default shall be made by the Contractor, its successors, or assigns, in the performance or observance of any of the covenants, conditions or agreements on the part of the Contractor set forth in this Agreement; or

10.1.2 If any final determination shall have been made by competent authority such as, but not limited to, any federal, state or local government official, or a certified public accountant, that the Contractor's management or any accounting not consistent with reasonable and customary business practices is inadequate or illegal, as such management or accounting may relate to the Contractor's performance of this Agreement; or

10.1.3 If a decree or order by a court having jurisdiction in the matter shall have been entered adjudging the Contractor a bankrupt, insolvent, or approving as properly filed a petition seeking reorganization, readjustment, arrangement, composition or similar relief for the Contractor under the federal bankruptcy laws, or any other similar applicable federal or state law; or

10.1.4 If Contractor no longer holds a Connecticut Department of Banking Consumer Collection Agency License.

10.2 Election of Remedies

If any Event of Default hereunder shall have occurred and be continuing, the Authority may elect to pursue any one or more of the following remedies, in any combination or sequence:

10.2.1 Take such action as it deems necessary, including, without limitation, the temporary withholding or reduction of payment;

10.2.2 Suspend program operation;

day after the date of termination within ten (10) days of such date. For any payments received by Contractor after the sixtieth (60th) day the Contractor shall deposit said payments, retain a collection fee and remit remainder to the Authority.

12. AMENDMENTS

This Agreement may be amended by written instrument executed by the parties hereto, acting therein by their duly authorized representatives. The Contractor's duly authorized representative shall be its President, and the Authority's duly authorized representative shall be the Authority ~~Superintendent~~ Treasurer.

The Authority and the Contractor may require changes in the Scope of Services to be performed hereunder. Such changes which are mutually agreed upon by and between the Authority and the Contractor shall be incorporated in written amendments to this Agreement.

13. DISCLAIMER OR AGENCY OR THIRD PARTY BENEFICIARY RIGHTS

In no event shall anything in this Agreement be deemed to confer upon any person or entity agency status or third-party beneficiary rights against the Authority.

14. ESTABLISHMENT AND MAINTENANCE OF RECORDS

The Contractor agrees to establish and maintain fiscal control and accounting procedures which assure proper accounting for all funds paid by the Authority to the Contractor under this Agreement. The Contractor agrees that all records with respect to all matters covered by this Agreement shall be maintained during the term of this Agreement, and for ~~one~~ six full ~~year~~ years following termination or expiration, including any renewal or extension.

15. AUDITS

At any time during normal business hours, and as often as may be deemed necessary, the Contractor shall make available to the Authority, for examination, all records with respect to all matters covered by this Agreement.

16. REPORTS AND INFORMATION

The Contractor shall furnish the Authority with such information and reports concerning the progress and management of the Services as may be reasonably required from time to time. The form of said reports shall be reasonably determined by the Authority and agreeable to the Contractor and consistent with the Authority's requirements.

17. NON-ASSIGNABILITY

The Contractor shall not assign or transfer any interest in this Agreement without prior written consent of the Authority.

18. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of law and if the essential components of the bargain between the parties have not been materially changed.

19. CUMULATIVE REMEDIES

All rights exercisable by and remedies of the Authority hereunder shall be cumulative and the exercise or beginning of the exercise by the Authority of any of its rights or remedies hereunder shall not preclude the Authority from exercising any other right or remedy granted hereunder or permitted by law.

20. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut and the Authority.

21. SUBCONTRACTORS

Portions of this work may be subcontracted, provided that:

21.1 The Authority shall give prior written approval to such subcontract in writing.

21.2 All of the terms, covenants, conditions, and provisions of this Agreement shall have been incorporated in such subcontract(s) and the subcontractor (s) shall have agreed in writing to assume, perform and be bound by this Agreement and all the terms, covenants, conditions, and provisions hereof.

21.3 The Authority shall not be liable for payment of any wages, materials, or other expenses of any subcontractors.

22. GENDER/NUMBER/TITLE

Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular shall be held and construed to include the plural, unless the Agreement requires otherwise. In the event of any discrepancy or conflict between the name and title of any person referred to in this Agreement, the title shall prevail.

23. NOTICES

All notices, approvals, demands, requests, or other documents required or permitted under this Agreement, other than routine communications necessary for the day-to-day operation of this Agreement, shall be deemed properly given if hand delivered or sent by United

States registered or certified mail, postage prepaid, or Federal Express, Airborne or UPS overnight delivery service, with written receipt confirmation, at the following addresses:

As to the Authority:

Greater New Haven WPCA
c/o Jocelyn L Colon, Customer Service Admin
260 E. Street
New Haven, CT 06511
Phone: (203) 777-4928
E-mail: jcolon@gnhwpc.com

As to the Contractor:

Roger Blain, President
TaxServ Capital Services, LLC
25 Prescott St, 2nd Floor
West Hartford, CT 06110
Phone: (860) 724-9100 ext. 227
E-mail: rblain@taxserv.com

Neither party hereto shall be relieved of such obligation by reason of the failure of the other to comply with or otherwise enforce any of the provisions of this Agreement.

24. SUCCESSORS

This Agreement to the extent permitted herein, shall inure to the benefit of and be binding upon the parties hereto and any and all successors.

25. ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION

The Contractor agrees to abide by the provisions of Executive Orders Number 3 and 17 of the State of Connecticut; and Presidential Executive Orders Number 11246, 11375 and 11063. In carrying out this program, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference.

The Contractor shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment without regard to their race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training; including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government, setting forth the provisions of the non-discrimination clause.

The Contractor shall state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. The Contractor shall incorporate, or cause to be incorporated, this provision in any and all subcontracts entered into pursuant to this Agreement.

26. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990

The Contractor agrees to abide by the provisions of the Americans with Disabilities Act (ADA) of 1990; Public Law 101-336, as applicable.

In compliance with this law, the Contractor shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of the Contractor, or be subjected to discrimination by the Contractor. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations provided by the Contractor.

Any television public service announcement that is produced or funded in whole or in part under this Agreement shall include closed captioning of the verbal content of such announcement. The Contractor shall not discriminate against any individual because such individual has opposed any act or practice made unlawful by this Act or because such individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this Act.

The Contractor shall not permit coercion, intimidation, threatening, or interfere with any individual in the exercise or enjoyment of, or on account of his or her having exercised or enjoyed, or on account of his or her having aided or encouraged any other individual in the exercise or enjoyment of, any right granted or protected by this Act.

27. TAXPAYER IDENTIFICATION NUMBER

The Internal Revenue Service Form W-9, *Request for Taxpayer Identification Number and Certification* as submitted by the Contractor, is hereby made a part of this Agreement and is herein by reference. It is understood and agreed that the Authority shall use the number as listed on the IRS Form W-9 to report any and all compensation paid to the Contractor under this agreement. It is further understood and agreed that the Authority shall not be liable for inaccurate information contained on said IRS Form W-9.

28. NON-WAIVER

Any failure by the Authority or the Contractor to insist upon the strict performance by the other of any of the terms and provisions hereof shall not be a waiver, and each party hereto, notwithstanding any such failure, shall have the right thereafter to insist upon the strict performance by the other, of any and all of the terms and provisions of the Agreement and

neither party hereto shall be relieved of such obligation by reason of the failure of the other to comply with or otherwise enforce any of the provisions of this Agreement.

29. DELINQUENCY IN OBLIGATIONS

The Contractor hereby agrees that throughout the period of the Agreement, all taxes, contractual obligations, and audit responsibilities owed to the Authority shall be and remain current.

30. CONDITIONS

The Contractor hereby agrees to conform to all applicable laws and ordinances and statutes of the Federal Government, State of Connecticut, and Authority, including, but not limited to, the following:

- a. Civil Rights Act of 1964, as amended;
- b. Civil Rights Act of 1991, as amended;
- c. Federal Labor Standards (29 CFR Parts 3,5, and 5a);
- d. Architectural Barriers Act of 1969 (42 USC 4151);
- e. Section 504 of the Rehabilitation Act of 1973;
- f. Hatch Act (Title 5 USC Chapter 15).

31. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties hereto and supersedes any and all prior understandings, negotiations, and agreements whether written or oral, between them respecting the written subject matter.

IN WITNESS THEREOF, the GREATER NEW HAVEN WPCA and TAXSERV CAPITAL SERVICES, LLC have executed this Agreement for Professional Services as of the effective date first above written.

WITNESS:

GREATER NEW HAVEN WPCA

Print Name:

By: Sidney J. Holbrook
Its: Executive Director

WITNESS:

TAXSERV CAPITAL SERVICES, LLC

Print Name: Kenny Chan

Roger Blain
Its: President

Exhibit A

Contractor Collection Fee Schedule	
Fee & Cost Component	Fee Rate
Collection Agency Fee	<p>A Collection Agency Fee of fifteen percent (15.0%) of the amount collected from Bills or other receivables placed with TaxServ for collection and shall be paid upon collection. TaxServ is authorized to deduct the amount of its fees and any reimbursable expenses due to it from amounts collected from the Bills prior to delivery of collected funds to the Authority. It is intended that the 15.0% collection agency fee be added to the debt collectable from the sewer user as permitted by CGS 36(a)800 et seq. In this way, the collection agency fee has no impact on the amount of receivables due to the Authority. The Collection Agency Fee shall be calculated by multiplying the amount collected (excluding authorized Reimbursable Expenses) by a factor a 13.0435% (0.13045). For example, upon the collection of \$115.00, TaxServ shall be entitled to a Collection Agency Fee of \$15.00 ($115.00 * 0.130435$).</p>
Reimbursable Expenses	<p>Costs of legal remedy enforcement (including but not limited to court and motion filing fees; filing or recordation fees; bankruptcy and name searches; service of process and notice fees and costs; publication costs, [if any]); and attorney fees are reimbursable expenses and are in addition to the Collection Agency Fee and shall be paid from collections. No legal action shall be brought or fees charged without the prior written approval of the Authority.</p>

Summary report:	
Litera Compare for Word 11.6.0.100 Document comparison done on 3/16/2026 11:05:03 AM	
Style name: No Format, No Change Lines, with Summary	
Intelligent Table Comparison: Active	
Original DMS: iw://dms.rc.com/RCDMS/34126420/1	
Modified DMS: iw://dms.rc.com/RCDMS/34126420/2	
Changes:	
Add	15
Delete	16
Move From	0
Move To	0
Table Insert	0
Table Delete	0
Table moves to	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	31



We have prepared a quote for you

**Server Host replacements (3) with 5 yrs of Proxmox &
Pure Storage SAN with 5 yrs of Evergreen support
(assumes pay in full in July of 2026)**

Quote # 008371
Version 1

Prepared for:

GNHWPCA

Frank Perrotti
fperrotti@gnhwpc.com

Monday, March 30, 2026

GNHWPCA
Frank Perrotti
260 East Street
NEW HAVEN, CT 06511
fperrotti@gnhwpc.com

Dear Frank,

Entire Solution can be financed at 0% interest which would be \$53,679.88 per year made over (5) annual payments starting on July 1, 2026.

Nimble Renewal costs of \$13,800 annually would go away.

Tom Basdekis
Chief Revenue Officer
EBM, Inc.

Server Hosts with 5 years of Support

Description	Price	Qty	Ext. Price
HPE ProLiant DL360 Gen12 1U Rack Server - 1 x Intel Xeon 6517P 3.20 GHz - 64 GB RAM - MR408i RAID Controller, (2) 1000W Power supply	\$9,128.53	3	\$27,385.59
HPE 32GB DDR5 SDRAM Memory Module	\$1,053.08	18	\$18,955.44
HPE Intel Xeon 6517P Hexadeca-core (16 Core) 3.20 GHz Processor Upgrade	\$3,581.38	3	\$10,744.14
HPE Broadcom BCM57416 Ethernet 10Gb 2-port BASE-T Adapter for HPE - PCI Express 3.0 x8 - 10 Gbit/s Data Transfer Rate - 2 Port(s) - 2 - Twisted Pair - 10GBase-T - Plug-in Card	\$287.99	6	\$1,727.94
HPE ProLiant DL3XX Gen12 High Performance Heat Sink Kit	\$323.16	3	\$969.48
HPE GreenLake for Compute Ops Management - Subscription License - 5 Year	\$550.62	1	\$550.62
HPE iLO Advanced Electronic License	\$287.38	3	\$862.14
HPE Tech Care Essentials DL360 G12 - 24X7X4-hour - 5 year	\$3,688.00	3	\$11,064.00
Subtotal:			\$72,259.35

Pure Storage with 5 Years of Evergreen Support

Description	Price	Qty	Ext. Price
FA-X20R5-CG2- FA//X20R5 w/ Chassis Gen 2, 2 Port ETH 10/25G, and 22TB ETH-22TB-10x2.2TB	\$54,030.00	1	\$54,030.00
FA-X20R5-22TB, (5 YEARS) FA-X20R5- 22TB 1 Month Evergreen Forever Subscription, 4 1MO,PRM,FVR Hour Delivery, 24/7 Support	\$1,212.00	60	\$72,720.00
Subtotal:			\$126,750.00

Proxmox - 5 Years

Description	Price	Qty	Ext. Price
PXMVESTD Proxmox VE Standard Subscription 2 CPUs/year (5 YEAR)	\$1,794.00	15	\$26,910.00
Subtotal:			\$26,910.00

Services

Description	Price	Qty	Ext. Price
Technical Services Estimate - Billed as actual time	\$225.00	32	\$7,200.00
Subtotal:			\$7,200.00

Server Host replacements (3) with 5 yrs of Proxmox & Pure Storage SAN with 5 yrs of Evergreen support (assumes pay in full in July of 2026)



Prepared by:
EBM, Inc.
 Tom Basdekis
 203-580-4135
 tbasdekis@ebmusa.com

Prepared for:
GNHWPCA
 260 East Street
 NEW HAVEN, CT 06511
 Frank Perrotti
 (203) 466-5280
 fperrotti@gnhwPCA.com

Quote Information:
Quote #: 008371
 Version: 1
 Delivery Date: 03/30/2026
 Expiration Date: 03/31/2026

Quote Summary

Description	Amount
Server Hosts with 5 years of Support	\$72,259.35
Pure Storage with 5 Years of Evergreen Support	\$126,750.00
Proxmox - 5 Years	\$26,910.00
Services	\$7,200.00
Total:	\$233,119.35

Taxes, shipping, handling, travel charges, and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

EBM, Inc.

GNHWPCA

Signature: _____
 Name: Tom Basdekis
 Title: Chief Revenue Officer
 Date: 03/30/2026

Signature: _____
 Name: Frank Perrotti
 Initials: TB
 Date: 3/30/2026 3:30:53 PM
 IP Address: 69.64.210.10
 Email Address: tbasdekis@ebmusa.com
 PO Number: _____

7. Consideration and approval of a resolution authorizing the Executive Director, Sidney J. Holbrook, to negotiate and execute an agreement with Duke's Root Control, Inc. for condition assessment services of approximately 420 manholes, including traffic protection, prioritized by the GNHWPCA CMOM program, for an amount not to exceed \$99,000.

RESOLVED: That the agreement with Duke's Root Control, Inc. for condition assessment services of approximately 420 manholes, as further described in the Exhibit to Agenda Item #7, in an amount not to exceed \$84,000 plus an estimated cost of \$15,000 for City Police traffic protection to be billed hourly, for an aggregate amount of \$99,000, is hereby approved, and the Executive Director, Sidney J. Holbrook, be and hereby is authorized, empowered and directed, for and on behalf of the Authority, to negotiate, execute and deliver such agreement and any and all reasonable and necessary documents in furtherance thereof.



Greater New Haven WPCA

Manhole Inspection Survey

SSR 2025-03

GNHWPCA Manhole Inspection and Assessment Program

02 / 05 / 2026





Headquarters: 400 Airport Rd., Suite E. | Elgin, IL 60123

February 5, 2026

Ricardo Ceballos, PE
Greater New Haven WPCA
260 East Street
New Haven, CT 06511

PROJECT NAME: Manhole Inspection Survey

Dear Ricardo,

Duke's Root Control, Inc. is pleased to submit this proposal to Greater New Haven WPCA for the Manhole Inspection Survey. All details regarding this project are contained within the pages of this proposal and include sample deliverables, scope of service descriptions, and pricing.

This proposal is being submitted based on interpretations made from the study maps or information we have been provided. Please review for accuracy.

Thank you for your consideration and the opportunity to illustrate our services. Please do not hesitate to contact me with any questions regarding this proposal.

Sincerely,
Duke's Root Control, Inc.

A handwritten signature in black ink, appearing to read "Jason Cooper", with a long horizontal line extending to the right.

Jason Cooper
Northeast Area Sales Manager
908-319-5303
jcooper@dukes.com

Manhole Inspections - Level 2 MACP Scope of Services

Process
<ol style="list-style-type: none"> 1. Making every reasonable effort to access each manhole, complete field televising using a digital manhole camera system. Upon occasion, access with the camera system will not be possible due to terrain, resident access issues or location. At those times, crews will use a digital manhole pole camera to obtain video files. Verify all field measurements with survey stick, pipe diameter verification tool and tape measure. 2. Duke's to provide all equipment and personnel as required to complete inspections, including at least (1) NASSCO certified inspector onsite during inspections per camera truck. 3. Upon project completion, Duke's will provide all data in Access (NASSCO export DB) and .CSV / Excel format, all digital scan files (.IPF/.MP4 file extension as applicable) as well as the free required view software to view the IPF files, when necessary. Provide all PDF reports including appropriate attribute information collected via a FTP or web link and provide them via USB external hard drive when requested. Duke's will provide access to Insight 360, Duke's web hosted data platform. A username and password will be supplied so that access to all data, graphs, maps, and raw data downloads are available.

Level 2 MACP Inspection Specifics
<p>Complete inspection using digital scanning camera equipment to perform full Level 2 MACP inspections including "remote entry" observations including all Level 1 MACP fields as well as all Cover dimensions (diameter, surface bearing, condition, lid type); Frame dimensions (all measurements, condition, inflow); Cover Insert (yes/no, condition); Frame Adj Ring (yes/no, height, condition); Chimney (yes/no, material, condition, depth); Cone (yes/no, type, material, condition, depth); Wall/Barrel (type, material, condition, depth); Bench (yes/no, type, material, condition, lining); Channel/Invert (yes/no, type, material, condition, lining); Pipe (All Rim-to-Invert dimensions for each pipe, pipe size/shape, condition, and material).</p> <p>For an additional cost, any additional pictures, videos or fields not listed on the MACP Level 2 can be added, as required by the client, with advanced notice prior to start of project.</p>

Responsibilities of Duke's	Responsibilities of Client
<ol style="list-style-type: none"> 1. Provide staff with proper identification and PPE including, but not limited to hi-vis vests. 2. Ensure that all vehicles are properly marked and have adequate safety lighting. 3. Act in a polite, professional manner at all times and especially when dealing with the public. 4. Report any severe observations to the point person from the client's office assigned to this project. 	<ol style="list-style-type: none"> 1. Provide contractor with all electronic data or PDF maps to successfully complete the project. 2. Assist contractor with public issues or concerns. 3. Assist with locating or exposing "cannot locate" or "cannot access" structures while on site. 4. Provide point of contact for project. 5. Make every possible effort to ensure that the survey map is current and accurate and that manhole lids are accessible so that project can be completed in designated time frame.

Manhole Inspections - Level 2 MACP Scope of Services (cont.)

Optional Services for Additional Cost

Condition Assessment Report (CAR)

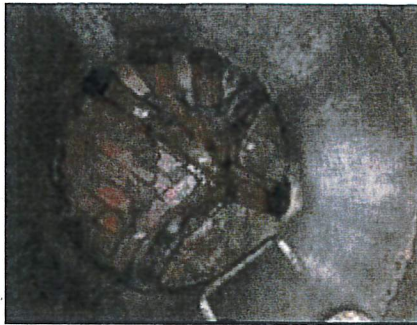
When included in proposal, repair recommendations for each manhole will be provided. The means in which this data will be delivered will be via Excel VBA driven spreadsheet program and will include the Asset ID#, Severity Rating (2 or less = good condition – no I/I and/or no structural defect or repair that should be considered as preventative or made within 7-10 years; 3 = moderate condition – light I/I and/or structural defect that should be repaired within 5-7 years; 4 = moderate severity – regular flowing I/I and/or structural repair that should be made within 1-3 years; 5 = severe condition – heavy I/I and/or severe structural defect that should be repaired immediate to 1 year), Type of Repair by category (e.g. grout, curtain grout, chimney seal, lining, inside drop, bench rehab or replacement, etc), estimated budget price for repair and notes on condition or repair. All data from the original survey will be presented in excel. High resolution maps will be provided.

Manhole Inspections - Level 2 MACP Sample Deliverables

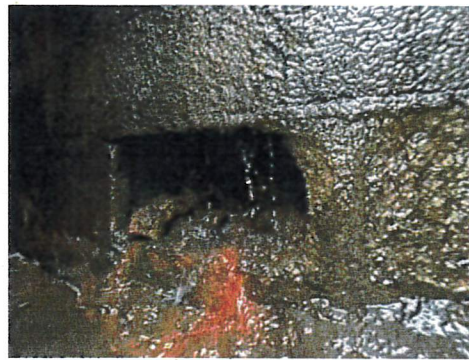
Video Files & Functionality

There are three views - the 360 view with zooming capabilities through the structure, the unfolded view which allows the user to take measurements and, when requested, the point cloud view which allows the user to determine structure type and import into CAD. Collectively, these three perspectives portray the condition, size and defects within the structure.

Sample Pictures:



Sample Defect Photos:

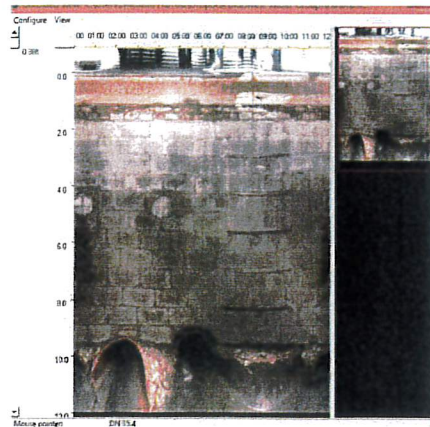


Hole Void Visible

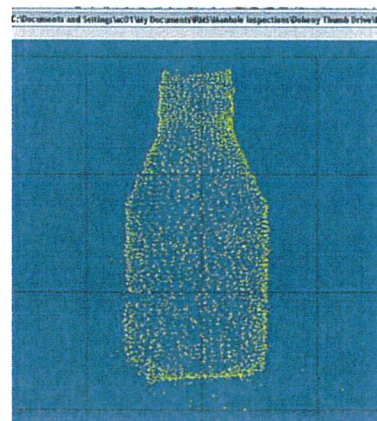


Hole

Unfolded View



Point Cloud View (When specified on Proposal)



Reporting

Client will receive reports delivered in PDF format from a NASSCO certified software. Fields within the Level 2 MACP report will be entered according to the required fields. Customer will receive a picture defect report, in addition to the standard MACP report pictured below. In addition to PDF format, all data is also delivered in a current NASSCO MACP compliant MS Access Database (.MDB) and MS Excel (.XLS) format for easy integration into most software platforms. Other reports such as the NASSCO Quick Rating score report and summary reports is also prepared as part of the standard deliverables package. Please reach out to us if you have specific data integration needs.







Manhole Inspection Report

Manhole Number: **MH05009**

Header Information					
Surveyor:	Certificate Number:	Reviewed By:	Certificate Number:	Inspection Status:	Inspection Level:
TH	U-0317-07007289	TH	U-0317-07007289	RI	2
System Owner:	Customer:	Access Type:	City:	Purpose:	
Carmel NY	Carmel NY	AMH	Carmel	B	
Location: 154 Carey St					
Group Name:	Location Code:	Date Inspected:	Pre-Claiming:		
	E	5/22/2023	N		
Weather:	Use of Sewer:	Runoff Potential:	Surcharge Evidence:		
1	SS	N	N		
Run to Invert:	Run to Grade:	Surface:			
7.8	1.2	<input type="checkbox"/> Asphalt <input checked="" type="checkbox"/> Gravel <input type="checkbox"/> Pavement <input type="checkbox"/> Gravel <input type="checkbox"/> Other			
Grade to Invert:	Grade to Invert:	Additional Information:			
8.5	8.6				

Components					
Cover Shape:	Cover Size / Width:	Cover Material:	Cover F.F.:	Hole Diameter:	Hole No.:
C	24"	CAS	G	A	2
Cover Type:					
<input type="checkbox"/> Solid	<input type="checkbox"/> Bolted	<input type="checkbox"/> 1 Hatch	<input checked="" type="checkbox"/> Sound	<input type="checkbox"/> Missing	<input type="checkbox"/> Restraint Missing
<input checked="" type="checkbox"/> Vented	<input type="checkbox"/> Inner	<input type="checkbox"/> 2 Hatch	<input type="checkbox"/> Cracked	<input type="checkbox"/> Corroded	<input type="checkbox"/> Restraint Defective
<input type="checkbox"/> Gasketed	<input type="checkbox"/> Locking	<input type="checkbox"/> Lamphole	<input type="checkbox"/> Broken	<input type="checkbox"/> Bolts Missing	
Cover Inset Type:					
N	<input type="checkbox"/> Sound	<input type="checkbox"/> Poor Fit	<input type="checkbox"/> Cracked/Torn/Holes	<input type="checkbox"/> Leaking	<input type="checkbox"/> Corroded
Inset Condition:					
Add Ring Material: Ring Height: Adj Ring Type: Ring Condition:					
N <input type="checkbox"/> Sound <input type="checkbox"/> Cracked <input type="checkbox"/> Leaking <input type="checkbox"/> Bad Install <input type="checkbox"/> Broken <input type="checkbox"/> Corrode					
Frame Material:	Ceiling Opening:	Frame Bearing Depth/Width:	Frame Depth:	Offset Distance:	Frame Inflow:
CAS	23	1	0.00	4	0.1
Frame Condition:					
<input type="checkbox"/> Sound	<input checked="" type="checkbox"/> Cracked	<input type="checkbox"/> Missing	<input checked="" type="checkbox"/> Sound	<input type="checkbox"/> Loose	<input type="checkbox"/> Missing
<input type="checkbox"/> Cracked	<input type="checkbox"/> Coated	<input type="checkbox"/> Broken	<input type="checkbox"/> Cracked	<input type="checkbox"/> Offset	
Chimney Material:	Chimney Material 2:	Chimney Opening:	Chimney Depth:	Chimney V.I.:	
			9		
Chimney Lining Interior:	Chimney Lining Exterior:	Chimney Condition:			
Cone Material:	Cone Type:	Cone Depth:	Cone Condition:		
CR	CO	4.2	D		
Cone Lining Interior:	Cone Lining Exterior:				
N	N				

MACP Scoring					
Structure:	R1	Flow Ratings Index:	E.6	Block Rating:	B21
EMI:	R2	Pipe Ratings Index:	E.3	Block Rating:	B16
Overall:	R3	Pipe Ratings Index:	E.9	Block Rating:	B24

Photos					
 					
 					



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

To: Director of Finance and Administration

From: Customer Service Administrator - Jocelyn Colon

Date: 03/13/26

Re: Operations - Operating Fund Transfer Request

Transfer Amount	Transfer From	Transfer To
\$13,581	01.1210.000.5010 Wages	01.1210.000.5694 Contractable Services
\$13,581	Total	

Explanation: Customer Service department purchase of copier/printer/scanner/facsimile machine.

Department Signature: Jocelyn Colon

Approved by: Director of Finance and Administration

Approved by: Executive Director

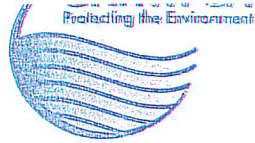
Board Approval: Date of Meeting

Notes:

All departmental budget transfers to and from Regular Wage (5010), Temporary & Part Time Wage (5011), and Overtime Wage (5015) Accounts shall be submitted to the Executive Director for review and approval.

All fund transfers between departmental budgets and cost centers less than \$10,000 shall be submitted by the Director of Finance and Administration to the Executive Director for review and approval.

All fund transfers between departmental budgets and cost centers equal to and greater than \$10,000 shall be approved by the Board of Directors.



To: Director of Finance and Administration

From: Operations

Date: 03/30/26

Re: Operations - Operating Fund Transfer Request

Transfer Amount	Transfer From	Transfer To
\$30,000	01.1410.000.5677	01.1410.000.5235
	Waste Hauler	Fuel
\$30,000	Total	

Explanation: Funds needs to cover cost of replacing Fuel in tanks supplying the
Emergency Diesel Generators at the East Shore WPAF.

Department Signature:

Approved by:

[Handwritten Signature]
Director of Finance and Administration

Approved by:

Executive Director

Board Approval:

Date of Meeting

Notes:

All departmental budget transfers to and from Regular Wage (5010), Temporary & Part Time Wage (5011), and Overtime Wage (5015) Accounts shall be submitted to the Executive Director for review and approval.

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Greater New Haven Water Pollution Control Authority

260 East Street New Haven, CT 06511

203.466.5280 p 203 772.1564 f www.gnhwpc.com

To: Director of Finance and Administration
 From: Director of Engineering
 Date: 03/30/26
 Re: Departmental Budget Transfer Request

Transfer Amount	Transfer From	Transfer To
\$120,000.00	01.1100.000.5710	01.1300.000.5689
	Contingency	On-Call
\$120,000.00	Total	

Explanation: Additional money needed for on-call engineering emergency repair services.

Department Signature:

Approved by:

Director of Finance and Administration

Approved by:

Executive Director

Board Approval:

Date of Meeting

Notes:

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