



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

**AGENDA**

1. Approval of minutes of June 10, 2026 – Regular Meeting.
2. Public participation relating to agenda items.
3. Cancellation of August 12, 2026 Regular Meeting.
4. 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, surveying, bidding and construction administration services, being related to the Lovell Street Pump Station project, for an aggregate amount not to exceed \$65,670.00.
5. Consideration and approval of certain Departmental Budget Transfer Requests.
6. Executive Summary and department updates and presentations.
7. Consideration and approval, as necessary, of any other new business of the Authority.
8. Call to the public.
9. Adjournment.



## MEMORANDUM

DATE: June 25, 2026

TO: Sidney J. Holbrook

FROM: Thomas Sgroi, PE  
Director of Engineering

RE: Task Order Recommendation  
**Lovell Street Pump Station**  
**Survey, Design & Construction Services**

Sid:

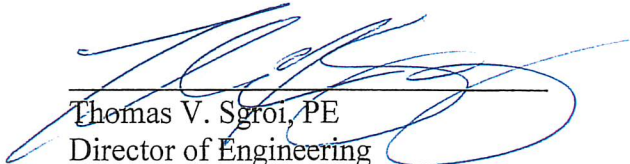
I request that the above-referenced recommendation be added to the July 8, 2026 Board Agenda for resolution.

This request includes costs associated with providing engineering design, surveying, bidding, and construction administration services for the above-mentioned project, in accordance with the attached scope of services from Criscuolo Engineering, LLC. The project includes the rehabilitation of the existing Lovell Street Pump Station located in Hamden. Services will include preparation of an existing conditions survey, conceptual design, final plans and specifications, bidding assistance, and engineering support during construction.

The rehabilitation will include evaluation of the existing pump station and preparation of contract documents for replacement and upgrade of the station's mechanical, electrical, instrumentation, and control systems, together with associated site improvements necessary to extend the useful life and reliability of the facility. Criscuolo Engineering will prepare the complete bid package and provide engineering services through bidding and construction to facilitate successful completion of the project.

I recommend approval of a Criscuolo Engineering, LLC proposal in the amount of **\$59,700**, plus a 10% contingency of **\$5,970**, for a total amount not to exceed **\$65,670**.

This project is budgeted 100% from the Authority's approved FY27 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: Lovell Street Pump Station  
Hamden, Connecticut  
CE File 2025.114  
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.
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. Confirm electrical loads, determine final generator size and coordinate connections to new facility, and power utility.
3. Prepare a wiring plan and details of new power feed, automatic transfer switch and connections to new pump control cabinet
4. Provide details of new underground structures.
5. Prepare Contract Documents and Specifications including Invitation to Bid, Instructions to Bidders, Bid Documents, General Conditions, Supplemental General Conditions, and Technical Specifications.
6. 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 administrating 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	\$ 6,200.00
Conceptual Design Phase:	\$ 8,500.00
Final Design Phase:	\$ 35,000.00
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.

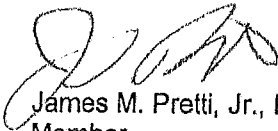
Requests for Digital Copies of Drawings/Plans are subject to the following: Payment is due prior to transmission, unless other arrangements have been made. The Fee for 1-4 sheets is \$50.00. Five or more sheets are \$10.00 for each additional sheet. Format will be .pdf only-all AutoCAD drawings remain 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



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: Operations

Date: 06/26/26

Re: Operations - Operating Fund Transfer Request

Transfer Amount	Transfer From	Transfer To
\$40,000	01.1410.000.5201	01.1410.000.5203
	Electricity	Natural Gas
\$40,000	Total	

Explanation: Funds needs to cover final FY25-26 Invoices for fuel for the Incinerator  
These costs are passed through to Synagro.

Department Signature: *[Handwritten Signature]*

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.