

# Memorandum

**To:** Mayor Elinor Carbone and Water Pollution Control Authority

**CC:** Jerry Rollett, DPW  
Carol Anderson  
Mary Zordan  
Pennie Zucco

**From:** Ray Drew, Administrator WPCA

**Date:** 4/30/18

**Re:** Public Hearing/Payment Authorization

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1. Vote by the City Council herein acting as the Water Pollution Control Authority to approve the following payments from Fund #490 Sanitary Sewer Capital Improvement.

DATE	CONTRACTOR	AMOUNT\$	DESCRIPTION
3/07/2018	Wright-Pierce	\$1,780.76	CMOM Engineering Services

2. Vote by the City Council herein acting as the Water Pollution Control Authority to schedule Public Hearing for May 21, 2018 at 6:30 PM to set the Sewer User Fee for the period from July 1, 2018 and ending June 30, 2019.

March 30, 2018  
W-P Project No. 13673A

Mr. Raymond Drew, Administrator  
City of Torrington WPCA  
140 Main Street  
Torrington, CT 06790-5245

Subject: Capacity Management, Operations and Maintenance Plan – Phase 1  
Invoice for Services Through: February 23, 2018

Dear Ray,

Please find attached our invoice for efforts over the last several months related to ongoing tasks for the first phase of your Capacity Management, Operations and Maintenance Plan. This includes coordination with the City with regard to data collection and subsequent use / update of the GIS analysis.

As always, if you would like to discuss this or any other aspect of this project, please don't hesitate to contact Matt Corbin, Laurie Perkins or me.

Sincerely,  
WRIGHT-PIERCE



Christine E. Kurtz, PE  
Senior Project Manager

PLEASE REMIT PAYMENT TO:

Wright-Pierce  
11 Bowdoin Mill Island, Ste 140  
Topsham, ME 04086  
(207) 725-8721

Camden National Bank  
ABA Routing No. 011201458  
Account No. 15505735  
a-r@wright-pierce.com

**CITY OF TORRINGTON**  
140 Main Street  
Torrington, CT 06790

**Invoice # :** 115939  
**Project :** 13673  
**Project Name :** Torrington CT CMOM Devlp PACP  
**Phase :** A  
**Invoice Date :** Mar-07-2018

**Attention: Ray Drew**  
**WPCA Administrator**

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**For Professional Services Rendered for the Period Jan-27-2018 To Feb-23-2018**

RELATED TO: PACP Training CMOM Planning

REFERENCE: Contract dated January 10, 2016.

**Professional Services**

Wright-Pierce Personnel	1,779.36	
<b>Total Professional Services</b>		<u>1,779.36</u>

**Reimbursable Expenses**

Unit Charges/Employee Expenses	1.40	
<b>Total Reimbursable Expenses</b>		<u>1.40</u>
<b>Current Invoice</b>		<u>1,780.76</u>

**Available Fee Analysis**

Project Fee :	43,900.00
Prior Billings:	<u>22,435.79</u>
Total Available :	21,464.21

<b>Amount Due This Invoice</b>	<u><u>1,780.76</u></u>
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**BILLING RECAP**

Previous Billings	22,435.79
Current Billing Amount	1,780.76
Fee Earned To Date	<u>24,216.55</u>
Amount Received	22,435.79
<b>Balance Due</b>	<u><u>1,780.76</u></u>

Invoices are due upon receipt. If not paid by Apr-07-2018, interest will be computed at the rate stated in the agreement.

CC: Laurie L. Perkins

**Wright-Pierce Personnel**

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
PROJ. MANAGER	1.00	102.56	102.56
PROJ ENGINEER	0.50	98.56	49.28
ENG. TECHNICIAN	17.75	91.69	1,627.52
			<u>1,779.36</u>

**Unit Charges/Employee Expenses**

	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
PRINTING - INTERNAL				
XEROX COPIES	14.00	0.100	1.00	1.40
				<u>1.40</u>

Total Project: 13673 -- Torrington CT CMOM Devlp PACP Train

1,780.76