

AMENDED

Minutes of the Regular Monthly Meeting of the
Suffield Water Pollution Control Authority
Suffield Water Pollution Treatment Facility
844 East St. South, Suffield, CT 06078
November 10, 2015

MEMBERS PRESENT: Chairman Bruce Remington, Ann Huntington Mickelson, Wallace Rodger, Michael Kelley, Kris Barthelmess, Roger Ives, Janet Davis

ALSO PRESENT: Chief Operator Shane McCannon, Business Administrator Julie Nigro, Assistant Business Administrator Kira Kilosky

CALL TO ORDER: Chairman Bruce Remington called the Regular Monthly Meeting for November 10, 2015 to order at 7:28 p.m., and requested that Julie Nigro read the Roll Call. Ms. Nigro noted the presence of Chairman Bruce Remington, Commissioners Ann Huntington Mickelson, Wallace Rodger, Michael Kelley, Kris Barthelmess, Roger Ives and Janet Davis arrived at 7:29 p.m. Also present, Chief Operator Shane McCannon, Assistant Business Administrator Kira Kilosky, and herself, Business Administrator Julie Nigro. Also present Charlie Rinaldi of Hickory Street Partners and Paul Dombrowski of Woodard and Curran.

APPROVAL OF MINUTES: Ann Huntington Mickelson mentioned there was not a second motion or approval under new business regarding the credit card; also, there was a misspelled word on page three. Janet Davis also stated that under new business, building connection and inspection permit change, "something" should be changed to "title of document". Kris Barthelmess made a motion to approve the Regular Meeting Minutes of October 13, 2015, with corrections to page three. Ann Huntington Mickelson seconded the motion; it passed unanimously.

CITIZEN INPUT: None

CHANGES TO THE AGENDA: Ann Huntington Mickelson made a motion to add to new business, David Moriarty's elevation in status. Kris Barthelmess seconded the motion; it passed unanimously.

TREASURER'S REPORT: Wallace Rodger moved to disperse from the Administration Fund for Accounts Payable \$79,578.70. Ann Huntington Mickelson seconded the motion. Mr. Rodger went over the expenses over \$1,000. It passed unanimously. Wallace Rodger moved to disperse from the RCM fund \$10,050.00. Ann Huntington Mickelson seconded the motion. Mr. Rodger went over the expenses over \$1,000. It passed unanimously. Wallace Rodger moved to disperse from the Administration Fund \$58,230.31, for October payroll. Ann Huntington Mickelson seconded the motion; it passed unanimously. Wallace Rodger moved to disperse from the Assessment Fund for the 2015/2016 Debt Payment to the Town of Suffield General Fund \$85,353.69; it is our last debt payment to the Town. Ann Huntington Mickelson seconded the motion; it passed unanimously.

COMMITTEE REPORTS: ***Personnel Committee:*** Ann Huntington Mickelson congratulated the commission members who got re-elected, Bruce Remington, Kris Barthelmess and Wallace Rodger. Bruce Remington stated that he would like to thank Michael Kelley for his last 4 years on the commission. Michael Kelley stated it was a pleasure and a privilege.

Planning Committee: Shane McCannon stated that the Draft Facilities Plan was submitted to DEEP for their review. Our plant was appointed an engineer from DEEP who will review and approve/deny our plan as presented. Our application was passed to a different engineer; so there are some delays while they decide who is going to review our project plan. Mr. McCannon stated there are a few items we want to front load because budget time is coming up. So Julie Nigro and Shane McCannon are working diligently on those important items so we can get those items done.

CHIEF OPERATOR'S REPORT: Chief Operator Shane McCannon reported as follows: Plant's daily flow for October averaged 0.929 mgd. Of that flow, 0.298 mgd was from the Prison and 0.069 mgd was from HOOD.

BOD & TSS removal were both 99%.

Nitrogen – The plant averaged 10.5 lbs. /day for October and the limit is 45 lbs. /day. The total nitrogen concentration (TN) was 1.4 mg/L.

MISC.: Ann Huntington Mickelson asked Shane McCannon if it was decided that the WPCA was going to supply septic tanks for Kent Farms. Shane McCannon answered that in his opinion based on speaking with our attorney we should reiterate or create a policy and/or notification so the homeowners of Kent Farms understand it is their (the homeowner's) responsibility. Wallace Rodger asked if Kent Farms has a homeowner's association and if they do maybe we should try contacting the association. Julie Nigro stated she would look into if Kent Farms has a homeowner's association or not.

Janet Davis mentioned the article for the Observer regarding the operator's and their achievements. Kira Kilosky stated she will begin working on the article for the February issue.

PLEASE SEE ATTACHED CHIEF OPERATOR'S REPORT

BUSINESS ADMINISTRATOR'S REPORT: Julie Nigro went over the September financials.

The variance report shows we are 74% unexpended versus 75% last year at this time. Ms. Nigro stated that the auditors will be in this week and next week. Regarding the delinquent accounts, Kira Kilosky stated that we received a little over \$6,400, or a little over 20.6%. Ms. Kilosky stated that \$26,770.50 or 26 accounts, which were three years in arrears, were added to the delinquent list in October.

CORRESPONDENCE:

OLD BUSINESS: a. Low Pressure Sewer System/Sewer Connection Policy – New Hickory Street Planning Application – Charlie Rinaldi – Status Update, Review of Planning Application and Approval – Charlie Rinaldi stated that he is seeking approval from the Commission for his planning application as everything is complete and was reviewed and accepted by the WPCA's engineer. Paul Dombrowski stated that all the information provided was reviewed for the proposed project. Mr. Dombrowski recommended that the Commission approve the planning application with a few conditions. The aspects of what was proposed are consistent with the WPCA's standards and good practice. Wallace Rodger made a motion that the WPCA conditionally approve the planning application for the project entitled "Hickory Estates", prepared by Rinaldi Engineering and Reese G. Roberts. This project is detailed in the set of 11 drawings with a latest revision of November 5, 2015 and is subject to the following conditions:

1. That the developer enters into a developer's agreement prepared by the WPCA and meet all requirements of that agreement.
2. That the developer constructs the sewer system improvements consistent with the materials and configuration depicted on the approved drawings.

Ann Huntington Mickelson seconded the motion; it passed unanimously.

Charlie Rinaldi stated that the next step will be the developer's agreement. One of the items that were noticed was that the WPCA is asking for title insurance on the easements. Mr. Rinaldi explained that he will be granting two easements to the Town. One easement Hickory Street Partners is granting now. The second easement, which is 150 feet long and 10 feet wide, is across the Caswell property. This could pose an issue if there is a mortgage on the property. Ann Huntington Mickelson asked if the pipe will be going through the easement. Mr. Rinaldi explained that the pipe will be barely touching the edge of the easement, but during construction, the machine may be on his property. It would have to be subordinated if there is a mortgage, to the title insurance. Mr. Rinaldi is asking the commission to forgo the one title insurance on that one easement. Julie Nigro suggested asking our attorney before making a decision. Paul stated that he needs to look through the draft of the agreement, and then speak

with Shane. This will require a conversation between staff, the engineer and possibly the attorney. Charlie Rinaldi stated that the easement owned by Hickory Street Partners will be **quitclaimed** to the Town. The problem with the easement on the Caswell property is title insurance. The person still lives in the house, and even wants to hook into the sewer once it's constructed. If the homeowner still has a mortgage, the mortgage company would have to subordinate. Kris Barthelness stated that the first step is to find out legal ownership, then a title search. Bruce Remington told Mr. Rinaldi that we will determine if there is a mortgage on the property.

Charlie Rinaldi continued by stating that his first plan was submitted in 2009, the first planning application was dated 2010. While doing the planning application there was nothing stating that he (himself) would have to come up with the funds for review of the application by the WPCA's experts. Mr. Rinaldi stated that he did not expect the extra costs when he did the financing for the project. He stated that he has not paid anything in the past. He felt that the \$500 fee was to take care of the reviews. Shane McCannon stated that this project changed into a Low Pressure Sewer System which caused a certain amount of review. Also, this project is unique in that it is the first time there is a Low Pressure Sewer System in Suffield. Mr. McCannon also stated that in the Developer's Agreement there are two lines that refer to cost being reimbursed to the WPCA, including all costs for engineering reviews, staffing reviews, materials spent, inspection costs, etc. That language was put in there to make sure the WPCA doesn't incur costs for the connections and construction. Charlie Rinaldi stated that he expected to pay for any fees going forward. He understands there was a lot of review, but this will make it easier for someone in the future to do a project like this. Mr. Rinaldi stated that the WPCA wants the review fees paid up front, not after the sale of a lot when he would have some money. Shane McCannon recommended that the mention of fees should be on the planning application, but it is in the Developer's Agreement. Janet Davis asked if anyone has ever asked the cost of what the entire review would be. Shane McCannon stated that he has not been asked that question since he started working here. Paul Dombrowski stated that as part of the Developer's Agreement it requires that the developer provide a deposit, he would effectively call it escrow; in most escrows of this nature, when they drop below a certain number, they need to be restored so that we're not left with something if he walks away. Mr. Dombrowski continued to explain that we would expect the escrow to be more than \$6,000. Perhaps once the agreement is signed, the \$6,000 can come at that time, and then you can give him some time until you get further into the project where the escrow would have to be restored. Charlie Rinaldi suggested to the Commission delaying the payment of the fee to date until the sale of the first lot. Kris Barthelness made a motion to add an addendum to Charlie Rinaldi's Developer's Agreement that he is responsible to pay for engineering costs upon the sale for real monies of his first lot. Ann Huntington Mickelson seconded the motion. Janet Davis stated that she believes this would be a bad precedence we're setting by making a special circumstance because the developer may state they can't do it. Ann Huntington Mickelson stated that the mention of fees will be in the planning application once it is updated. Kris Barthelness withdrew his motion, Ann withdrew her second. Julie Nigro asked how soon we need to answer this, does it need to be resolved tonight. Paul Dombrowski stated that he suspects that it needs to be answered at this meeting. Mr. Dombrowski continued by stating with what it will take to get to an agreement ready, there will be a need to endorse it by the Commission sometime before next meeting. Janet Davis stated that if we were to incur costs, the WPCA will have to pay for the engineering review, so we are now taking on that responsibility. We are not in the business to subsidize developers. Bruce Remington suggested we table the issue; the Commission will come to an agreement by the next meeting. Charlie Rinaldi mentioned that the Benefit Assessment can be paid over 10 years. Julie Nigro stated that under the Developer's Agreement the \$8,000 is due at the sale of each property. Mr. Rinaldi also stated that he feels for the sewer extension permit fee, he should not have to pay the fee for a pump station as he is not installing a pump station. Shane

McCannon stated that he disagrees because there are actually 9 sewer pumping stations with the individual grinder pumps and it did require additional effort on our part to make sure that they were the proper types of individual pump stations installed. Kris Barthelmess stated that he agrees with Mr. McCannon.

b. Stony Brook Interceptor – Review of Progress on the Project – Shane McCannon stated that we've received approval from the Conservation Commission. The next step is to get three bids from companies to do the work; the work probably won't begin until the spring.

c. Sewer Service Laterals – WPCA vs. Private Property Owner Responsibility – Policy Update – Bruce Remington suggested tabling this topic until the next monthly meeting.

d. Building Connection and Inspection Permit Change – Shane McCannon stated that he collaborated with Janet Davis to remake the building connection and inspection permit instructions. We have a document that has instructions and it clearly defines penalties for disobeying those instructions. Some people are not following the instructions. Nothing was changed or added, it was just clarified. Contractors are notified of these rules and penalties when they sign the permit.

NEW BUSINESS: a. Application Requests – New – Elzear Roy – Shane McCannon stated that he has not officially received an application from Elzear Roy, but Mr. Roy has a project on Mapleton Avenue. Paul Dombrowski and Shane McCannon met with Elzear Roy and his engineer to discuss his plans and to make recommendations and to make him aware of regulations.

b. David Moriarty - Elevation in Status – Julie Nigro stated that David Moriarty is approaching his 4 year anniversary and would be entitled to Operator II pay. Ann Huntington Mickelson made a motion to reaffirm the terms of the contract and give David Moriarty the raise that goes along with being an Operator II effective November 14, 2015. Wallace Rodger seconded the motion; it passed unanimously.

EXECUTIVE SESSION – PERSONNEL: Ann Huntington Mickelson made a motion to enter executive session at 9:24 p.m. to discuss personnel. Michael Kelley seconded the motion; it passed unanimously. Ann Huntington Mickelson made a motion to exit executive session and re-enter the regular meeting at 10:22 p.m. Kris Barthelmess seconded the motion; it passed unanimously. Ann Huntington Mickelson made a motion to have a special meeting for Executive Session to discuss Personnel on November 24, 2015 at 7:30 p.m. Janet Davis seconded the motion; it passed unanimously.

ADJOURNMENT: Kris Barthelmess made a motion to adjourn the Regular Meeting of November 10, 2015 at 10:25 p.m. Ann Huntington Mickelson seconded the motion; it passed unanimously.

Respectfully submitted,

Kira Kilosky, Assistant Business Administrator