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
September 8, 2015

**MEMBERS PRESENT:** Chairman Bruce Remington, Ann Huntington Mickelson, Wallace Rodger, Michael Kelley, Roger Ives, Janet Davis
**ALSO PRESENT:** Chief Operator Shane McCannon, Business Administrator Julie Nigro, Assistant Business Administrator Kira Kilosky, Paul Dombrowski, Charlie Rinaldi
**CALL TO ORDER:** Chairman Bruce Remington called the Regular Monthly Meeting for September 8, 2015 to order at 7:30 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, Roger Ives and Janet Davis. Ms. Nigro noted the absence of Kris Barthelmess. Also present, Chief Operator Shane McCannon, Assistant Business Administrator Kira Kilosky, and herself, Business Administrator Julie Nigro. Also present Paul Dombrowski of Woodard and Curran, and Charlie Rinaldi of Hickory Street Partners.
**APPROVAL OF MINUTES:** Ann Huntington Mickelson made a motion to approve the Regular Meeting Minutes of August 11, 2015. Wallace Rodger seconded the motion; it passed unanimously.
**CITIZEN INPUT:** None
**CHANGES TO THE AGENDA:** None
**TREASURER'S REPORT:** Wallace Rodger moved to disperse from the Administration Fund for Accounts Payable for 2014/2015 $3,626.75. 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 for Accounts Payable for 2015/2016 $83,450.74. 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 $7,274.11. 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 $56,548.86 for August payroll. Ann Huntington Mickelson seconded the motion; it passed unanimously.
**COMMITTEE REPORTS:** ***Personnel Committee***: Ann Huntington Mickelson stated there was nothing to report.
***Planning Committee:*** Shane McCannon stated that at last month's meeting the draft scope of services for the facilities plan was presented. This is the plan we'd like to submit to DEEP for review and to develop a final scope, as well as final pricing. Mr. McCannon stated he is hoping for the Commission's approval to send the draft to DEEP. The plan is an all-encompassing, developed plan which includes needs for the facility, ranging from data collection to addressing fee structures and the need for better mapping. Paul Dombrowski stated that the approval at this meeting is just to submit the draft scope of services to DEEP. Once accepted by DEEP, the Commission will then decide on an action. Ann Huntington Mickelson asked if our current staff is capable of the facilities plan. Shane McCannon responded that we don't have the capability to do it on our own; we have the capabilities to support getting the facilities plan done. Paul Dombrowski explained that current staff will help with certain projects to help keep costs down. Ann Huntington Mickelson asked if we send this to DEEP and they approve the facilities plan, and the WPCA chooses to move forward, what the cost would be. Mr. Dombrowski stated that the cost would be between $750,000-$800,000. This would be used to determine where the pipes are and their condition, underground infrastructure, a full evaluation of all the other structures, all the pump stations, and facilities at the plant. Energy alternatives will also be

looked at for the plant and pump stations. There is a 55% grant available for this facilities plan, so the WPCA would be responsible for $0.45 on the dollar. Shane McCannon stated that there are some items that were budgeted for this year that are included in the facilities plan (about $330,000); so that money is there for this in the budget. Bruce Remington asked what the timing of the project would be. Paul Dombrowski explained that a project like this would typically be completed in a year to 18 months. This includes the near-term and long-term needs; most near-term needs are the first phase, whereas the long-term needs are the second phase of the project. We are looking to start the project as soon as the WPCA is ready and DEEP grants us the funding and the project would run through the Summer of 2017. Janet Davis asked why the document states we will hold 2 public meetings. She does not feel we should be binded by a specific number. Paul Dombrowski stated that statutorily we have to hold at least one public meeting. Ann Huntington Mickelson made a motion to send the draft scope of services for the facilities plan to the State DEEP as amended in this discussion to hold one or more meetings. Wallace Rodger seconded the motion; it passed unanimously.

**CHIEF OPERATOR'S REPORT:** Chief Operator Shane McCannon reported as follows:
Plant flow for August averaged 0.96 mgd. Of that flow, 0.283 mgd was from the Prison and 91,000 gpd was from HOOD.
BOD & TSS removal were both 99%.
Nitrogen – The plant averaged 13.5 lbs. /day for August and the limit is 45 lbs. /day. The monthly total nitrogen concentration (TN) was 17 mg/l.

***PLEASE SEE ATTACHED CHIEF OPERATOR'S REPORT***

**BUSINESS ADMINISTRATOR'S REPORT:** Julie Nigro went over the few June 2014/2015 financials. The variance report shows we are 5% unexpended; this includes the bills through August. Ms. Nigro stated that there may be a few more 2014/2015 invoices to be billed to us. Julie Nigro went over the July 2015/2016 financials. The variance report shows we are 88% unexpended versus 92% last year at this time; we had a few large expense items paid up front. Ms. Nigro stated she billed Hood $64,808.83 for their 4th quarter bill, and she billed the Prison $137,869.72 for their 4th quarter bill. Julie Nigro stated that we received a nitrogen credit in the amount of $8,077; also, we received 2013/2014 worker's comp reimbursement of $9,873. Regarding the delinquent accounts, Kira Kilosky stated that we received just under $2,500, or a little over 5.7%.

**CORRESPONDENCE:** None

**OLD BUSINESS:** a. Low Pressure Sewer System/Sewer Connection Policy – New Hickory Street Planning Application – Charlie Rinaldi – Status Update – Charlie Rinaldi requested a 65 day extension on his planning application. Mr. Rinaldi stated there were about four corrections needed to be made, which will be completed in that given time, if granted. Ann Huntington Mickelson made a motion to grant a 65 day extension to Charlie Rinaldi in order to make corrections to his design and review application effective September 8, 2015. Wallace Rodger seconded the motion; it passed unanimously.

b. Stony Brook Interceptor – Review of Progress on the Project – Shane McCannon stated that Mike Burns of Woodard and Curran attended the Conservation Commission meeting to present our plan of the Stony Brook Interceptor. Paul Dombrowski explained that Mr. Burns had left the meeting and stated that the plan was approved with minor conditions. Mr. McCannon stated that the minor conditions will be discussed at the next monthly meeting after being reviewed.

c. Sewer Service Laterals – WPCA vs. Private Property Owner Responsibility – Policy Update – Table until next meeting.

d. FOI/Media Relations – Discuss Points of Contact for Media, and Communication Planning for Incidents, Emergencies, Routine Information, etc. – Kira Kilosky stated she wrote an informational article for the Observer regarding what not to flush down sewer pipes. Roger Ives and Janet Davis made a suggestion to the format of the article. Wallace Rodger made a

suggestion to add in wordage. Kira Kilosky will submit the article with corrections for the October issue of the Observer.
e. Release Remainder of Redstone Performance Bond – David Tagliavini – Shane McCannon stated that this will have to be tabled until the October meeting due to incorrect information in the as-built drawings.
**NEW BUSINESS:** a. Application Requests – New – No new application requests.
b. Renewal of Kurtis Farm Capacity Letter (Suffield Kennel)–Dog Kennel Located on Route 75 – Shane McCannon stated that they are looking to connect one house and the dog kennel to a manhole installed in the development close to the property. Ann Huntington Mickelson made a motion to renew a Capacity Letter to Kurtis Farm for Suffield Kennel. Wallace Rodger seconded the motion; it passed unanimously.
c. IT Service and Support Agreement with TAB (Technologies Advancing Business) – Shane McCannon began by explaining that at the WPCA we have a computer system of 7-10 machines. Mr. McCannon continued by stating that we've been making improvements to software to make it run more efficiently. We have a situation where we are getting away from the older T1 phone and internet and we'll be going with Cox Business Class internet. We'll be sharing and storing more information, along with starting to use more electronics to rid of some paper usage. The WPCA needs more timely IT response and additional resources because we have a heavy work load. TAB Computer Systems provide support as needed; it is a 1-year contract, for 7-10 computers. Shane McCannon stated he is looking to hire TAB Computer Systems for 1 year and then take it month to month as needed after that. It is about $350/month for that year. They provided up to 6 hours of support, which is included in that $350 for all the machines. Ann Huntington Mickelson made a motion to accept Tab Computer Systems' bid for computer services for one year, and to be reviewed after that. Janet Davis seconded the motion; it passed unanimously.
d. Capacity Letter Request – Diane Rinaldi for 5-lot Subdivision on the Condition it Would Hook into the Hickory Street Partners Sewer on Hickory Street – Charlie Rinaldi explained that with this project it would involve individual grinder pumps and the pipe would have to run east to Hickory Street Partners; which means the pipe would have to run under the brook to make the connection. Bruce Remington asked if we have received any paperwork regarding this project. Shane McCannon stated that no paperwork has been received; only phone and email communications at this point, there is no planning application. The Commission decided to wait for more information including a planning application before a decision is made.
**ADJOURNMENT:** Wallace Rodger made a motion to adjourn the Regular Meeting of September 8, 2015 at 8:40 p.m. Ann Huntington Mickelson seconded the motion; it passed unanimously.

Respectfully submitted,

Kira Kilosky

Kira Kilosky, Assistant Business Administrator