

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
February 9, 2016

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

ALSO PRESENT: Chief Operator Shane McCannon, Business Administrator Julie Nigro, Assistant Business Administrator Kira Kilosky, Mark O'Neil, Charlie Rinaldi, Mike Burns

CALL TO ORDER: Chairman Bruce Remington called the Regular Monthly Meeting for February 9, 2016 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, Kris Barthelmess, Roger Ives and Janet Davis. Ms. Nigro noted the absence of John P Murphy. Also present, Chief Operator Shane McCannon, Assistant Business Administrator Kira Kilosky, and herself, Business Administrator Julie Nigro, as well as, Mark O'Neil of Hamlet Homes on East Street South, Charlie Rinaldi of Hickory Street Partners, and Mike Burns of Woodard and Curran.

APPROVAL OF MINUTES: Kris Barthelmess made a motion to approve the Regular Meeting Minutes of January 12, 2016. Wallace Rodger seconded the motion; it passed unanimously.

CITIZEN INPUT: None

CHANGES TO THE AGENDA: Janet Davis made a motion to add to New Business renewal of a Capacity Letter for Hamlet Homes on East Street South and discussion of Eastwoods development. Wallace Rodger seconded the motion; it passed unanimously.

TREASURER'S REPORT: Wallace Rodger moved to disperse from the Administration Fund for Accounts Payable \$81,692.41. 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 \$14,692.00. 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 \$61,976.26, for January payroll. Ann Huntington Mickelson seconded the motion; it passed unanimously.

COMMITTEE REPORTS: *Personnel Committee: Discussion on Committee Status and Composition* – Ann Huntington Mickelson suggested Janet Davis due to her interest in it and Roger Ives due to his experience with the Union, for the Personnel Committee. Bruce Remington suggested to leave it open and appoint a committee as needed case by case; the commission agreed. Ann Huntington Mickelson stated that whoever is on the Personnel Committee should be ready to begin Union negotiations this summer.

Planning Committee: DEEP General Approval for Facilities Plan – Shane McCannon stated that we have received feedback from the DEEP engineer who was responsible for reviewing our application. We received preliminary approval to proceed. Now, we have to submit a detailed plan which lists the projects that we're going to do along with the associated costs. The next step is to sit with Mike Burns and Paul Dombrowski of Woodard and Curran and review their list of tasks and the costs and get into the details of what we need and don't need and what we may have missed. We have to be aware that DEEP may not approve certain items or only approve certain portions of certain items. Before we submit the final to DEEP it will be approved by the Commission. Mike Burns stated that he's been contacting sub-consultants for the pricing aspect. At this point Woodard and Curran needs to sit with Shane McCannon and the Planning Committee and eventually with the entire Commission to show what we've come up with for a budget; 55% will be reimbursed, except for certain items which may be ineligible. At this point DEEP has approved the WPCA's facilities draft Scope of Services. Shane McCannon stated

that Stony Brook Army Corp. wants a plan by July 1, 2016 for our permanent fix of the interceptor.

CHIEF OPERATOR'S REPORT: Chief Operator Shane McCannon reported as follows: Plant flow for January averaged 1.24 mgd. Of that flow, 0.276 mgd was from the Prison and 0.056 mgd was from HOOD.

BOD & TSS removal were both 99%.

Nitrogen – The plant averaged 35 lbs. /day for January and the limit is 45 lbs. /day. The total nitrogen concentration (TN) was 3.6 mg/L.

MISC.: Shane McCannon stated that he has taken the S2, (the red pick-up truck), off the road due to safety concerns. We currently have two trucks, the white one has 90,000 miles on it, and this truck is primarily used to drive around to 19 pump stations, 5 days a week. In the event that that truck breaks down, we use the red truck. We also have a small dump truck which is not suitable for that type of driving around. If there are two emergencies or more we don't quite have the vehicle fleet for that. We have to think worst case scenario. Shane McCannon stated that he and Dave Moriarty did some research and received some different pricing of trucks. There's a municipal discount for Ford of \$9,286. Ann Huntington Mickelson asked if we budgeted for a new truck this year. Mr. McCannon stated that we did not budget for a truck but we are not moving forward with the facilities plan as quickly as hoped so there is extra money in the budget available. We are looking at a Ford 250 because it has the strength we need and comes with a plow and tow package. Roger Ives and Kris Barthelmess both stated that they feel we need a new truck for our fleet since the S2 is around 14 years old. Roger Ives made a motion to allow Shane McCannon to purchase the Ford 250 pick-up truck for the best price available, not to exceed \$27,000. Kris Barthelmess seconded the motion. The motion passed with Roger Ives, Kris Barthelmess, Wallace Rodger, and Janet Davis voting yes. Ann Huntington Mickelson voting nay and Bruce Remington indicated he was against the purchase.

PLEASE SEE ATTACHED CHIEF OPERATOR'S REPORT

BUSINESS ADMINISTRATOR'S REPORT: Julie Nigro went over the December financials. Ms. Nigro provided two variance reports. One showing all actual expenses through the end of December versus the budget, this variance report shows we are 53% unexpended versus 50% expected at this time. The other variance report shows accrued expenses taking into consideration all the front loaded expenses, this variance report shows we are 60% unexpended versus 50% expected half way through the year. Julie Nigro stated she billed HOOD for their second quarter in the amount of \$93,059.86; also the prison was billed for their second quarter in the amount of \$141,369.19. Regarding the delinquent accounts, Kira Kilosky stated that we received a little over \$6,100, or 13.8%; six accounts paid in full in January.

CORRESPONDENCE: Bruce Remington mentioned that he received a notice from Melissa Mack stating that this will be Ann Huntington Mickelson's last meeting since she is now part of the Board of Finance Commission. The commission and other members thanked Ann Huntington Mickelson for her time and service with the WPCA.

OLD BUSINESS: a. Charlie Rinaldi (Hickory Street Partners) – Developer's Agreement – Charlie Rinaldi made mention of certain items in the Developer's Agreement that he would like revised. Janet Davis stated that the Developer's Agreement has already been approved by the Commission and it should not be changed at this point. Ann Huntington Mickelson stated that it seems the Commission is comfortable and agrees with the way the Developer's Agreement as it reads currently. Kris Barthelmess suggested Mr. Rinaldi create an addendum to add to the Developer's Agreement that states the items specific to this project, such as the Town receiving an easement, pricing, who would be installing the individual pump stations and Mr. Rinaldi's position in the development of the sewer system.

b. Superintendent Position – Kira Kilosky stated that we received one application for the Superintendent position. The salary needs to be discussed and agreed upon for the budget. Julie Nigro stated she will need the amount before next meeting because that is when the

budget is to be approved. Ann Huntington Mickelson suggested a special meeting to discuss salary. Bruce Remington stated he and Julie Nigro will speak with Kathrine Christopher about specific concerns/side issues and report back.

c. Staff Recognition – Suffield Observer Article – The Commission agreed it was a good article. Janet Davis stated that she feels that Julie Nigro and Kira Kilosky should be included in the article as well because they are a part of the operations too. Kris Barthelme stated that Ms. Nigro and Miss Kilosky are crucial to the public viewing of the operations. Kira Kilosky stated that she would add the administrators into the article and will have it for approval in March.

NEW BUSINESS: a. Application Requests – New

- Planning Application – 4 Seasons Farm (Greenhouse) – Four Seasons Farm LLC – Ann Huntington Mickelson made a motion to accept the Planning Application for 4 Seasons Farm with the provision that Shane McCannon informs the developer that the 65 days has begun. Kris seconded the motion; it passed unanimously.
- Planning Application – Roen Hill Farm (13 Single Family Homes) – Elzear Roy – Shane McCannon stated that he has issued a Capacity Letter contingent upon the Commission's approval. Bruce Remington stated that no Capacity Letter should be issued without the approval of the Commission first. Ann Huntington Mickelson made a motion to approve the Capacity Letter that has been issued for Roen Hill Farm. Kris seconded the motion; it passed unanimously. Ann Huntington Mickelson made a motion to accept the Planning Application for Roen Hill Farm with the provision that Shane McCannon informs the developer that the 65 days has begun. Kris seconded the motion; it passed unanimously.
- Planning Application – Fiddlehead Farm (9 Lot Subdivision) – F&L Construction – Shane McCannon stated that he has issued a Capacity Letter contingent upon the Commission's approval. Bruce Remington stated that no Capacity Letter should be issued without the approval of the Commission first. Ann Huntington Mickelson made a motion to approve the Capacity Letter that has been issued for Fiddlehead Farm. Kris seconded the motion; it passed unanimously. Ann Huntington Mickelson made a motion to accept the Planning Application for Fiddlehead Farm with the provision that Shane McCannon informs the developer that the 65 days has begun. Kris seconded the motion; it passed unanimously.
- Route 75 Sewer Extension – Shane McCannon stated that Gerry Turbet came to him with a design for an abbreviated route 75 sewer extension that is going to be completed with grant money. This is a Town project, to be completed by the Town. Mr. McCannon stated that he would like the same exact requirements as the rest. There is no record of a Capacity Letter on file. Shane stated that he did receive plans and has reviewed them, they seem appropriate; he will email a copy of the plans to the Commission. Mike Burns stated that it looks like a good set of plans, it will require a few corrections, but other than that it looks good. Roger Ives stated that it is difficult to issue a Capacity Letter when we are really unaware of what capacity will eventually be needed. Shane McCannon suggested we wait for the Planning Application before moving forward.
- Draft Budget Discussion – Bruce Remington suggested that Julie Nigro and Shane McCannon get their budget together and then email a copy to the Commission for discussion at the March meeting.

b. Sewer Policy Discussion – Shane McCannon stated that for the following items he would like feedback for next month's meeting.

- Planning Application Amendment – Tabled until next month.
- Benefit Assessment Connection Charge Policy Discussion – Tabled until next month.
- Low Pressure Sewer Policy Amendment – Tabled until next month.
- Sewer Lateral Connection Policy Amendment – Tabled until next month.

c. Capacity Letter Renewal – Hamlet Homes on East Street South – Mark O'Neil – Mark O'Neil stated that he is requesting a renewal on his capacity letter for one year with no changes. Ann

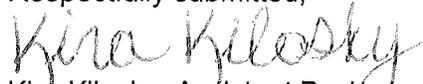
Huntington Mickelson made a motion to renew the Capacity Letter to Mark O'Neil for Hamlet Homes on East Street South. Wallace Rodger seconded the motion; it passed unanimously.

d. Eastwoods Development – Shane McCannon stated that Eastwoods was a development that started in 2004 and was planned to be built in two phases. The previous developer was bought out by Matt Falkowski. Mr. McCannon received a phone call regarding a pump station being built and no one was aware that a pump station was to be installed. He told the contractor that the approvals are for one year only and they cannot install the pump station at this time. Mr. McCannon stated the he now needs to contact Mr. Falkowski to explain our process; he needs a Capacity Letter first, a new Developer's Agreement, etc. Ann Huntington Mickelson asked how many units are to be built. Shane McCannon stated that there are to be 62 units, which is pump station eligible. The developer just needs to follow our process.

EXECUTIVE SESSION: None

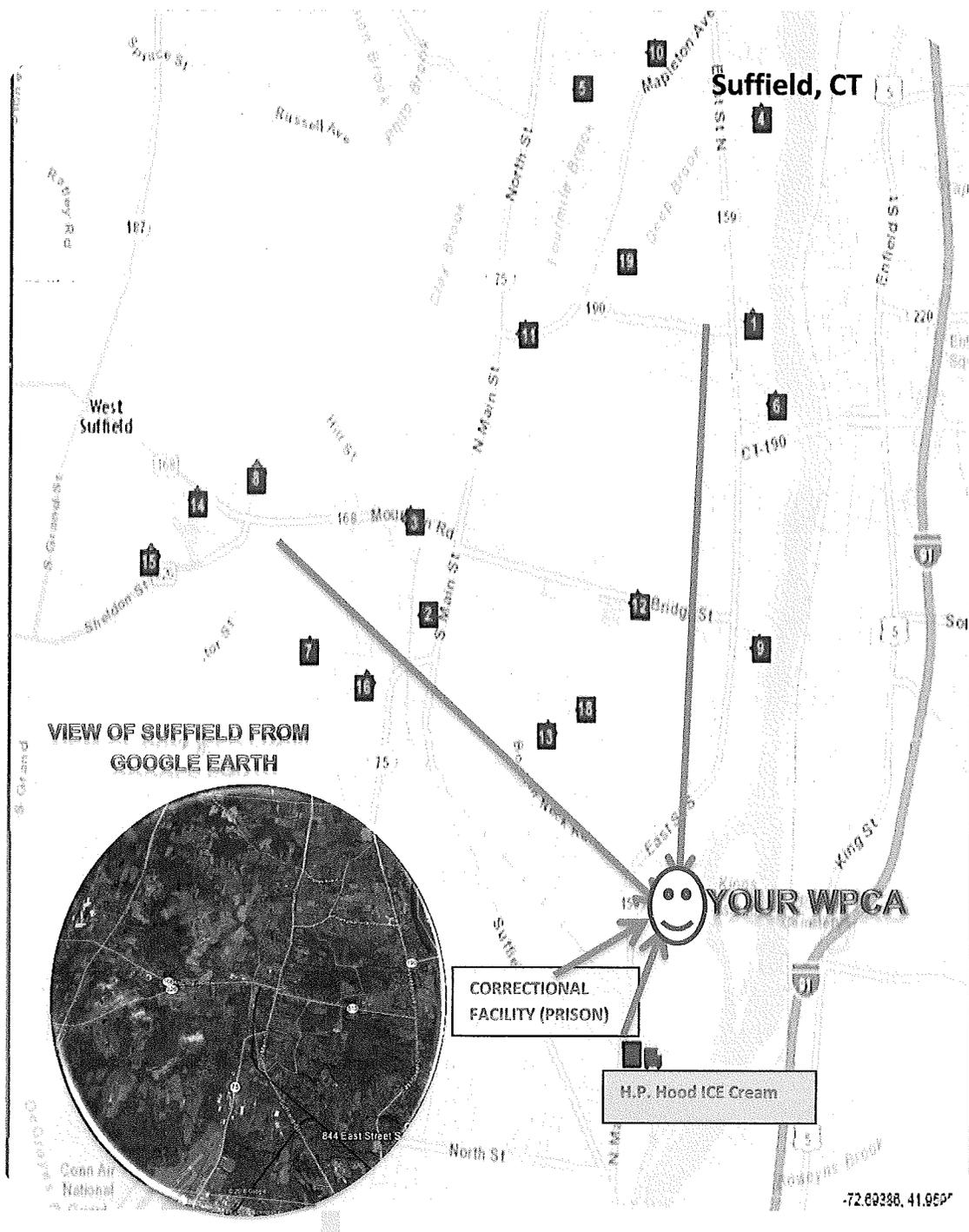
ADJOURNMENT: Kris Barthelmess made a motion to adjourn the Regular Meeting of February 9, 2016 at 9:57 p.m. Ann Huntington Mickelson seconded the motion; it passed unanimously.

Respectfully submitted,



Kira Kilosky, Assistant Business Administrator

TOWN OF SUFFIELD
WATER POLLUTION CONTROL AUTHORITY



Monthly Report, January 2016

Items presented for discussion in this report include but are not limited to Safety, Staffing, Training, Operation and Maintenance (O&M) of the Wastewater Treatment Plant, Collection System and Pump Station (O&M), Stony Brook Interceptor Update, Purchasing Update, Septage Processing/Receiving, Laboratory Operations, Plant Flows, NPDES Permit Issues, Budget Issues, and Capital Projects.

Environmental Health and Safety/Staff Energy awareness meeting

There was no safety meeting held in 2016. The January meeting was held on February 1, 2016. The following items were discussed:

Safety:

There were no safety incidents or near misses to report in January, 2016.

Jamie Kreller completed monthly safety inspections. He also transferred all chemical Safety Data Sheets to a new, larger binder because the old one was overflowing. He also used the old binder to keep the old Material Safety Data Sheets on file for thirty (30) years as required.

Shane McCannon asked the staff members CPR training when the last CPR training was completed. Most staff received the training almost two years ago, so we will have to schedule the training this spring to keep current. We will also invite other departments as needed.

Katherine Christopher (Human Resources) invited a member from each Town department to participate in a quarterly safety committee she is organizing. Shane McCannon (Chief Operator) volunteered to represent the WPCA.

Shane and Jamie purchased new, high visibility work jackets. Shane's old jacket was in "like new" shape and Jared Murphy is now the new owner.

Old Business:

We identified the need to inspect the facilities ladders. We still did not take action on that item yet, and we planned to do it in January, but other tasks became the priority. Shane assigned the job to Ed Golec, who will inspect, catalog, and label every ladder we own, both portable and Stationary.

Jim Rusczyk (Shift Operator) and Dan Carney (Operator 2), attended a course titled "Electrical System Awareness" offered by CIRMA on January 14, 2016. The CIRMA sponsored courses are good general review courses and are offered at no cost to the Town (WPCA). They do not, however, provide the in-depth focus and on topics that we deal with on a day by day basis. Our facility requires unique skills and understanding, so we found a training provider to suit our needs when they arise.

Jared Murphy and Dave Moriarty were registered for a four (4) day Basic electrical and troubleshooting course to train them on a wide variety of subjects and in-depth troubleshooting and safety topics. All staff identified this area as the major item we were lacking in and we spent a long time searching for the perfect course. This is equivalent to a full time college level course and they will be given training contact hours to use toward their operator's licensing requirements. This facility is completely controlled and connected by vast electrical systems and many of the operators had very limited knowledge of how it works and what to do when it breaks, and how to check it is broken, and why.

As reported last month, S-2, the old Red Pick-up truck, was designated "Emergency Use only". It is near the end of its useful life, and has more than 150,000 miles on it, the interior is falling apart, the hoist affixed to it is

in poor shape, and the front end components are worn and shaky, as are the brakes. The cost to repair the truck vastly outweighs the value of the truck. We received several quotes for a new truck and we also got quotes for pre-owned trucks and the cost of new trucks are equal to or less than pre-owned trucks due to municipal discounts for new truck that are not optional for pre-owned trucks.

Energy/Utility Efficiency:

The electrical use graph is attached to this report. The graph now reports the facility and pump station electrical use in average kilowatt hours (kWh) per day.

The January electric bill was for the last ten days of December and the first twenty two days of January. Our average daily kWh use for January 2016 was 500 kWh/day less than January 2015. That is excellent and is a great indicator of our efforts to provide cost effective and efficient service to our sewer users. We implemented six (6) low or no cost initiatives for a 15% reduction in electricity for the reporting month. We still have one of those simple projects to finish. We identified and reported several of those projects last month and actually added one more to the list which was more of an operational strategy than anything. We changed the method we calculate the required Return Activated Sludge flow rate with the help of several techniques we learned from various training sources. Staff hopes we can continue on that trend, and with new, more efficient equipment we may be able decrease our electrical consumption by as much as 25%, our goal. Our goal is ambitious and we strive to meet it.

We implemented our energy reduction plan shortly after the new Chief Operator arrived. He had considerable experience with these types of projects and the facility he previously worked at achieved a 33% reduction in electric consumption by using the same techniques, and then received the 2014 NEWEA energy award for the projects he was in charge of implementing. JK Muir will help us to coordinate reimbursements from Eversource for the remaining projects which have more costs associated with them. Our action plan was as follows:

- 1) Work with consultants (if needed) to identify energy conservation measures (ECM's).
- 2) Identify ECM's into projects to be completed by low cost or in-house by staff and complete first
- 3) Identify, prioritize, and implement higher cost and more technical projects as the budget allows
- 4) Measure and report.

The graph attached to this report shows that the plant electrical use continued its downward trend, but keep in mind that our costs are also dependent on precipitation (rain/snow melt), and the Hood discharge flow because it puts a very high electrical demand on the facility. We have been disappointed on a few occasions to see our energy use increase despite our efforts and we found that either Hood has sent us higher flows, or it was a wet month. Some facilities measure the electrical cost in terms of dollars per million gallon treated, but we are better suited to use dollars per pound of B.O.D. (organic waste) treated most of the time.

As reported last month, we installed two new programmable thermostats for the Business Administrators office. We latter found that the cost of the thermostats, which are not very expensive, may be reimbursed by the utility. We inventoried all of the thermostats and will determine which ones make sense to replace.

There was no progress made on replacing the heating units in the Main building. They are all still working but the Air Conditioning is not working in one unit so we want to replace them all before the summer season arrives.

Technical Training and Certification

Shane McCannon and Jamie Kreller will attend the NEWEA Annual conference in Boston at the Copley Marriott in late January. Jamie had the opportunity to attend the full conference and went to many training events and met many new contacts and saw many new products. The experience he received was priceless, and we can show several examples of how these types of events are a value to the WPCA and save a lot of money or improve operations.

Jim Rusczyk and Jared Murphy will attend a course titled "Trenchless Technology" on February 11, 2016. The course will be held at the Springfield, MA, wastewater treatment facility. Trenchless technology involves all techniques and equipment used to repair or maintain underground pipes without digging them up. Two examples of that are pipe lining and closed circuit video of pipes from a robotic camera.

Dan Carney registered for a California State University of Sacramento training course (CSUS). They offer correspondence courses for operators at a low cost and the classes work well for people who work full time or have very busy lives.

Facility Tours

Melissa Mack (First Selectman) toured the facility in January, 2016. She offered a lot of advice and support to us and we thanked her. We also look forward to improving communication with other Town Departments and sharing ideas to improve the Town as a whole.

Septage Receiving

The facility received 15,000 gallons of septage in January 2016.

Plant Operations

There were no permit related issues to report in January, 2016, and the treatment plant is running well. Our staff has a lot of value to this facility and at times, it looks easy but it is not. The excellent results of our treatment are primarily due to staff efforts.

The monthly Discharge Monitoring report and Nutrient Analysis Reports are attached as well as the nitrogen discharge graph. The monthly total nitrogen concentration (TN) was 3.6 mg/l and 33 lbs. for the month. January typically has higher values due to lower flows from Hood every January. They shut down operations during the Christmas holiday, and the impact often runs into early January. Last year we had a similar discharge value but the flows were higher so the impact was greater.

We removed 99% of both BOD and Suspended solids.

Dan Carney is still in the process of programming the new Hach WIMS software for operational statistics and other data.

The average flow to the facility in January was 1.24 MGD, with a peak hourly flow rate of 3.3 MGD. Our flows increased due to a late December rain event.

Hood BOD loading was 3224 lbs. /day. They were 45.5% of the plants BOD load. They were 4.4% of the flow.

The Prison discharged an average flow of 0.276 MGD in December.

Maintenance

There were several maintenance items completed in November.

- NIC systems continued with improving the SCADA and PLC network.
- Staff finished back up battery systems for the plant control panels in plant. Staff will finish the pump stations as time allows.
- The clarifiers were cleaned.
- A wide variety of inspections and preventive maintenance tasks were completed. A full list can be generated from our computerized maintenance program on request.
- Staff overhauled the Ultraviolet disinfection system. We now re-build one unit each year on a three year rotation. We are doing a complete overhaul because it had been several years since it was done and it needed it.
- COX cable finished installing the new cable internet and phone line from Paper Street to the facility. We need to coordinate the final work before we disconnect the old system.
- The annual inspection for the fire alarm system was completed. There were no deficiencies to report this year.
- A circuit breaker was replaced at pump station 1. It failed due to age.
- ECI Electrical installed a new telemetry unit to report Hood flows and pH. They also completed a wide range of plant improvement projects.
- A new anoxic mixer was installed. We have had several failures and we are looking into a different style of mixer to improve the reliability.

Collection System and Pump Stations

Staff completed approximately 45 Call before you dig requests.

There was no sewer system jetting completed in January, 2016. We are working to identify all of the sewer system's hot spots so we decided to hold off on routine jetting until we developed a better action plan.

Suffield Academy – The odor problem is due to a faulty grease trap design and is ongoing. Shane allowed them to temporarily bypass the common trap until the new system is installed, but there are several smaller traps upstream of the common trap to catch the grease.

There were no new connection permits issued in January, 2016.

There were no sewer overflow events in January, 2016.