

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
March 8, 2016

MEMBERS PRESENT: Chairman Bruce Remington, Wallace Rodger, Kris Barthelmess, Roger Ives, Janet Davis, John P Murphy, Charles Roumas

ALSO PRESENT: Chief Operator Shane McCannon, Business Administrator Julie Nigro, Assistant Business Administrator Kira Kilosky, Charlie Rinaldi, Jamie Smith, Tim Coon, James Ussery Jr, Joe Gerenia, Kevin Sullivan, Gerry Turbet, Paul Dombrowski, Mike Burns

CALL TO ORDER: Chairman Bruce Remington called the Regular Monthly Meeting for March 8, 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 Wallace Rodger, Kris Barthelmess, Roger Ives, Janet Davis, John P Murphy, and Charles Roumas. 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, Jamie Smith of Lodestar, Tim Coon of J.R. Russo, James Ussery Jr. of J.R. Russo, Joe Gerenia of Four Seasons Farm, Kevin Sullivan of North Street, Gerry Turbet Town Engineer, as well as Paul Dombrowski and Mike Burns of Woodard and Curran.

APPROVAL OF MINUTES: Kris Barthelmess made a motion to approve the Regular Meeting Minutes of February 9, 2016 with the correction of Roen Farm to Roes Farm. Janet Davis seconded the motion; it passed unanimously. Kris Barthelmess made a motion to approve the Special Meeting Minutes of February 29, 2016. 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 \$77,791.74. Kris Barthelmess seconded the motion. Mr. Rodger went over the expenses over \$1,000. It passed unanimously. Wallace Rodger moved to disperse from the RCM fund \$6,636.20. Kris Barthelmess seconded the motion. Mr. Rodger went over the expenses over \$1,000. It passed unanimously. Wallace Rodger moved to disperse from the Administration Fund \$58,476.42, for February payroll. Kris Barthelmess seconded the motion; it passed unanimously.

COMMITTEE REPORTS: *Personnel Committee – Discussion on committee status and composition:* Nothing to report. Charles Roumas stated that he would like to offer his services for either committee.

Planning Committee – Status update and schedule of meetings to review the project with committee members: Shane McCannon stated that we have received preliminary approval of our scope facilities plan. The next step is to set up a meeting with the Planning Committee.

CHIEF OPERATOR'S REPORT: Chief Operator Shane McCannon reported as follows:

Plant flow for February averaged 1.44 mgd. Of that flow, the prison discharged an average flow of 0.277 MGD; HOOD was 6% of the plant's average flow.

BOD & TSS removal were both 99%.

Nitrogen – The plant averaged 26.25 lbs. /day for February and the limit is 45 lbs. /day. The total nitrogen concentration (TN) was 2.0 mg/L.

MISC.:

PLEASE SEE ATTACHED CHIEF OPERATOR'S REPORT

BUSINESS ADMINISTRATOR'S REPORT: Julie Nigro went over the January financials. Ms. Nigro provided two variance reports. One showing all actual expenses through the end of January versus the budget, this variance report shows we are 47% unexpended versus 42%

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 53% unexpended versus 42% expected at this time. Regarding the delinquent accounts, Kira Kilosky stated that we received a little over \$3,800, or a little more than 9.5%.

CORRESPONDENCE: None

OLD BUSINESS: a Charlie Rinaldi (Hickory Street Partners) – Developer's Agreement Final – Shane McCannon stated that he made a few approved adjustments to the Developer's Agreement. This included inserting the approved construction plans and specifications for the first Low Pressure Sewer System project in Suffield, (Exhibit A). Exhibit B is the fee schedule, and includes all the fees in the written area of the agreement. Lastly is the addendum, which has six components to it based on testing requirements for the SPR 21 pipe. Mr. McCannon added that our attorney looked over the revised Developer's Agreement and approved it. Wallace Rodger made a motion to approve the Developer's Agreement with Charlie Rinaldi for Hickory Street Partners. Kris Barthelme seconded the motion; it passed unanimously.

b. Superintendent Position – Status Update – Tabled until future meeting.

c. Staff Recognition – Suffield Observer Article – Bruce Remington stated that he spoke with Kira Kilosky and she stated that all the Operators are aware of the article and approved. Janet Davis made a motion to approve the article for submission to *The Observer*. Kris Barthelme seconded the motion; it passed unanimously.

d. 2016/2017 Budget – Julie Nigro began by stating that the meeting to present the budget to the Board of Finance Commission is March 28, 2016. Bruce Remington stated that the Sewer Use Fee is increasing from \$283 to \$300. Julie Nigro stated that it is a 6% increase, which is based on increases in salaries, insurance costs, etc. Since 2009 the Sewer Use Rate has remained level with no increase. There is no Capital Improvement line item anymore; it will be under the Reserve for Capacity Maintenance fund. The Kent Farms' fee is increasing as well, from \$210 to \$227. The budget increases are due to capital projects to be completed, which will be partially reimbursed by grant funding. The Commercial rate is going from \$5.39/1,000 gallons to \$6.55/1,000 gallons; this is based on flow and budget. Electricity is down due to energy conservation projects, which will continue. Water use is down significantly due to water conservation projects. Ms. Nigro continued to state that the Legal and Advice line item is split into two line items. We split out engineering services. Ms. Nigro stated she added monies to legal fees for the Union Contract negotiations. Under RCM for capital improvement projects, we'll be updating SCADA, the facilities plan, and repaving of the plant. Wallace Rodger asked Mr. McCannon about the trucks. Shane McCannon stated that we should be receiving the roll-off dump truck within a week, hopefully. Regarding the approved pick-up truck (Ford F-250), we are awaiting two more prices. Wallace Rodger asked if we were purchasing the pick-up truck this fiscal year (2015/2016) or next year (2016/2017). Ms. Nigro stated that there is a \$10,000 lease payment in the 2016/2017 budget in case it is not completed this period. Kris Barthelme made a motion that the budget as presented tonight (March 8, 2016) be presented to the Board of Finance Committee at the meeting on March 28, 2016. Charles Roumas seconded the motion; it passed unanimously.

e. Lodestar – Solar Energy Contract Discussion – Lodestar Representatives – Jamie Smith gave a presentation regarding his business, Lodestar, which is a CT solar energy system developer. Lodestar began discussions with Suffield two years ago. It does not touch property or buildings and it does not affect how you purchase electricity. He stated with Lodestar, you will not lose money, you may make money, but you will not lose money. There are no upfront costs. Lodestar would need both the Town's and the WPCA's accounts to work; especially the WPCA because we use a lot of electricity and are about ¼ of the load. It would cost Lodestar about \$9 million to build, while getting about a \$2.7 million tax break and a \$600,000 incentive from the State. There is a penalty for not committing to the 20 years. The Commission agreed to review

the presentation. Jamie Smith stated that if the WPCA would like any information or paperwork to go over just coordinate with him.

f. Planning Application Status

- Planning Application – 4 Seasons Farm (Greenhouse) – Four Seasons Farm, LLC – Shane McCannon stated that the Planning Application was reviewed for Four Seasons Farm, which is a major project at the end of Poole Road, consisting of a 12 acre greenhouse which will grow hydroponic tomatoes. Since it is agriculture, the greenhouse will not be considered commercial space. Woodard and Curran looked at the project from a capacity perspective and found no problems. The design is consistent with our current regulations as well as the Low Pressure Sewer requirements that we have imposed. James Ussery Jr. stated that they are proposing a single greenhouse, approximately a 12 acre support barn that houses office space, bathrooms, break room, some warehouse space and some mechanical space. There would be no flow per se from the actual greenhouse. Tim Coon is projecting a calculation of 600 gallons/day with initial construction and the number of employees. Kris Barthelme made a motion to approve the Planning Application for Four Seasons Farm. Wallace Rodger seconded the motion; it passed unanimously. Shane McCannon stated that Four Seasons Farm is also asking for an adjustment on the Benefit Assessment. We are looking at the greenhouse portion as a field in this situation. We need to formalize it and decide what areas we want to use for the Benefit Assessment. Kris Barthelme stated that the non-growing area should be assessed; whatever is left over after the greenhouse area, where people will be, such as office area, bathrooms, hallway, etc. Tim Coon explained that there is an office area, cafeteria and bathroom for employees; there is a warehouse area, cooler and mechanical area that is generally people free. The area where the cooler is and the warehouse area will have people in there periodically as it is a seasonal operation. Looking at those areas and trying to take a percentage of what would be occupied, it would be an estimated 5,000-6,000 square feet; which would put the area around 10,000-11,000 square feet, which would typically have people in them. This would put Four Seasons Farm around the range of \$20,000-\$21,000 in terms of the Benefit Assessment. Kris Barthelme recommended subdividing the space by usage. Consider the bathroom, offices, break area including the hallway, would be equivalent to an office building; that should be at the rate of \$1.95/square foot. As for the agriculture aspect, the rest of the spaces, packing house and irrigation are strictly agriculture. We should keep the assessment for the 6,840 square feet, which is offices plus the walkway. Then make some sort of adjustment on the boiler room, irrigation room because the square footage of the space is huge proportionally compared to the office space. Paul Dombrowski stated that usually you base the value on the impact to this utility. Essentially the number of people served and the number of gallons to be received. If you're looking at a large facility, you would want to charge on the equivalent of an office space. Kris Barthelme stated that typically there is one person per 100 square feet that you can account for in an open space. Take the 6,840 square feet for the first 15 employees, then another 30 employees at 100 per square foot, which is 3,000 square feet; add the 6,840 to 3,000; now you're accommodating 9,840 square feet of office space. Then add at least 10% of the boiler room space, which would be commercial space for mechanical equipment, which would add 1,000 square feet; so we are at 10,840 square feet at \$1.95 per square foot.

6,840 sq. ft. = office area/walkway, 100 sq. ft. * 30 extra employees = 3,000 sq. ft. plus 2,000 sq. ft. for mechanical equipment.

{6,840 + 3,000 + 2,000 = 11,840 square feet * \$1.95/sq. ft. = \$23,088}

Kris Barthelme made a motion that we assess Four Seasons Farm at a rate of \$23,088 based on 6,840 sq. ft. of office space and amenities, \$100 a sq./ ft. per additional employee which is 30, and 2,000 square feet for mechanical space. Wallace Rodger seconded the motion; it passed unanimously.

- Planning Application – Roes Hill Farm (13 Single Family Homes) – Elzear Roy – Shane McCannon stated that the Planning Application for Roes Hill Farm is not complete due to not enough information and is currently in engineering review with Woodard and Curran.

- Planning Application – Fiddlehead Farm (9 Lot Subdivision) – F&L Construction – Shane McCannon stated that the Planning Application for Fiddlehead Farm is currently in engineering review with Woodard and Curran.

NEW BUSINESS: a. Application Requests – New

- Route 75 Sewer Extension – Brief Presentation, Discussion, Review and Approval – Gerry Turbet began by stating that in 2012 Elaine O'Brien, when she was State Representative, obtained a grant which provided monies to be used for extension of water and sewer to serve properties on Route 75 south of the industrial park. The funding isn't adequate for what was planned. If completed, it will provide service to one building, that is as far as the sewer line will go because of the low funding. It was supposed to go to the Windsor Locks line. It would be about a 1,100 foot extension at this time. Mr. Turbet stated that he is looking for approval. Shane McCannon explained that he hopes the Commission will approve a Sewer Extension Permit. The capacity was addressed in 2011 when the study was done and nothing has changed. Mr. McCannon feels the Commission should approve the project of the sewer extension in hopes that if we build the sewer, it will bring more customers. Kris Barthelmess made a motion to approve the Route 75 Sewer Extension and waive any fees associated with the connection process because it is a Town project. Wallace Rodger seconded the motion; Janet Davis opposed waiving the fees; all other Commission members approved.

b. Sewer Policy Discussion

- Planning Application Amendment – Discuss and Approve Draft Changes Distributed in February – Tabled until next meeting.

- Benefit Assessment Connection Charge Policy Discussion – Discuss the Current Policy and Potential Updates and How it Applies to Our Current Strategy – Tabled until next meeting.

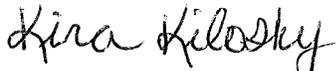
- Low Pressure Sewer Policy Amendment – Discuss and Approve Changes Distributed in February – Tabled until next meeting.

- Sewer Lateral Connection Policy Amendment – Distribute for Review and Comment – Tabled until next meeting.

EXECUTIVE SESSION: None

ADJOURNMENT: Kris Barthelmess made a motion to adjourn the Regular Meeting of March 8, 2016 at 10:12 p.m. Wallace Rodger seconded the motion; it passed unanimously.

Respectfully submitted,



Kira Kilosky, Assistant Business Administrator