

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
April 12, 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, Paul Dombrowski, Mike Burns

CALL TO ORDER: Chairman Bruce Remington called the Regular Monthly Meeting for April 12, 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, Janet Davis, Charles Roumas, and John P Murphy arrived at 7:17 p.m. and Roger Ives arrived at 7:23 p.m. Also present, Chief Operator Shane McCannon, Assistant Business Administrator Kira Kilosky, and herself, Business Administrator Julie Nigro, 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 March 8, 2016. Charles Roumas seconded the motion; it passed unanimously.

CITIZEN INPUT: None

CHANGES TO THE AGENDA: Charles Roumas made a motion to add to new business, setting of a public hearing May 10, 2016 for formal budget approval and setting of the rate. Wallace Rodger seconded the motion; it passed unanimously. Charles Roumas made a motion to add to new business public relations. Wallace Rodger seconded the motion; it passed unanimously.

TREASURER'S REPORT: Wallace Rodger moved to disperse from the Administration Fund for Accounts Payable \$161,512.45. 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 \$86,596.32, for March payroll; higher due to three pay periods. Kris Barthelmess seconded the motion; it passed unanimously.

COMMITTEE REPORTS: *Planning Committee – Summary of the April 7, 2016 meeting and presentation of the plan to the Commission and approval request:* Paul Dombrowski of Woodard and Curran gave an informational power point presentation regarding the Facilities Plan. Kris Barthelmess made a motion to authorize Woodard and Curran to send the project budget to DEEP. Wallace Rodger seconded the motion; it passed unanimously.

PLEASE SEE ATTACHED PRESENTATION

CHIEF OPERATOR'S REPORT: Chief Operator Shane McCannon reported as follows: Plant flow for March averaged # mgd. Of that flow, 0.263 mgd was from the Prison and .0826 mgd was from HOOD.

BOD & TSS removal were both 99%.

Nitrogen – The plant averaged 12 lbs. /day for April and the limit is 45 lbs. /day. The total nitrogen concentration (TN) was 1.1 mg/L.

MISC.: Charles Roumas stated that he had a tour of the facility and one of the pump stations with Shane McCannon and Bruce Remington. Mr. Roumas stated that he found the tour very educational. Charles Roumas also stated that he is pleased with everyone's passion and also the number of items that seem to be the best in practice.

Shane McCannon stated that DEEP did an inspection last month, all went well with no deficiencies except for one of our sludge samples. It was to be a single grab sample, but it was taken as a 3-day grab sample, so that will have to be re-tested.

BUSINESS ADMINISTRATOR'S REPORT: Julie Nigro went over the February financials. Ms. Nigro went over the variance report. The variance report shows accrued expenses taking into consideration all the front loaded expenses, this variance report shows we are 46% unexpended

versus 33% at this time. Julie Nigro stated that there is money in the Capital Project budget for the upcoming budgeted projects to be completed this fiscal year. Ms. Nigro noted that she billed HOOD in the amount of \$100,632 and the Prison in the amount of \$133,350 for their third quarter and that we are slated to exceed our Budget Revenue for this year. Regarding the delinquent accounts, Kira Kilosky stated that we received a little over \$3,900, or a little more than 10.6% and three accounts paid in full in March.

CORRESPONDENCE: None

OLD BUSINESS: a. Charlie Rinaldi (Hickory Street Partners) – Developer’s Agreement Final – Shane McCannon stated that we have received most of the deliverables from Mr. Rinaldi. Mr. McCannon also stated that he would like to send a letter to the neighbors of the Hickory Street project stating that they will be required to hook into the sewer when their septic system fails.

b. Superintendent Position – Kris Barthelme made a motion to table this topic until next meeting. Charles Roumas seconded the motion; it passed unanimously.

c. Staff Recognition – Suffield Observer Article – Kira Kilosky stated that she spoke with Maryann Muska of the Suffield Observer and some reformatting as well as pictures was discussed. Ms. Kilosky stated that she will discuss the article again with Ms. Muska.

d. 2016/2017 Budget – Julie Nigro stated that the Board of Finance meeting was held where the WPCA presents their budget. The Board of Finance requested the WPCA present our budget at the Public meeting on April 27, 2016 at the High School. The Town includes the WPCA budget numbers within their overall budget numbers. Essentially when people are voting, it appears to the Town’s people that they are voting on our budget as well, which is inaccurate. We have our own public meeting where we discuss/approve our budget and our own public meeting to set rates. Ms. Nigro noted that Paul Dombrowski created a memo stating the State Statute. Wallace Rodger stated that we continue with our tradition of handing out our budget to anyone who would like it. Charles Roumas stated that it would be a good idea to let the Town’s people know that only the sewer users pay for the sewer budget. Bruce Remington suggested making the power point presentation into a one page hand out and hand them out to the Town’s people. It was decided that the power point will be updated between Julie Nigro and Paul Dombrowski and be presented at the Public meeting making it clear that the sewer budget is funded by the sewer users.

e. Planning Application Status

- Planning Application – Roes Hill Farm – (13 single family homes) – Elzear Roy – Shane McCannon stated that not all of the information is provided at this time and Elzear Roy is requesting a 65 day extension for their planning application. Kris Barthelme made a motion to approve a 65 day extension for Roes Hill Farm. Wallace Rodger seconded the motion; it passed unanimously.

- Planning Application – Fiddlehead Farm (9 lot subdivision) – F&L Construction – Shane McCannon stated that not all of the information is provided at this time and F&L Construction is requesting a 65 day extension for their planning application. Kris Barthelme made a motion to approve a 65 day extension for Fiddlehead Farm. Wallace Rodger seconded the motion; it passed unanimously.

- Hamlet Homes – Update including news article – Shane McCannon stated that there was an article published stating that the Hamlet on East Street South was granted \$5 million for project development from the State. Yet, in the article the name is not under Hamlet Homes, it is under Dakota Partners, Inc.

NEW BUSINESS: a. Setting Public Hearing May 10, 2016 at 7:00 p.m. for Formal Budget Approval and Setting of the Rate- Kris Barthelme made a motion to set the Public Hearing for budget approval and setting of the rate for May 10, 2016 at 7:00 p.m. at the plant. Roger Ives seconded the motion; it passed unanimously.

b. Public Relations – Shane McCannon stated that at one of the pump stations a fence was replaced and this caused issue with one of the neighbors. Mr. McCannon suggested that before

any visual improvement work is to be done at a pump station he would like a letter sent to the neighbors of such pump station to give them about a 30 day notice to reply with any feedback they may have. Kris Barthelmess suggested having a standard; that if a fence is replaced it is always a certain color, when shrubs are replaced they are always of a certain type, etc.

APPLICATION REQUESTS:

a. Sewer Policy Discussion -

-Planning Application Amendment – Discuss and approve draft changes distributed in February – Tabled until next meeting.

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

b. Steve Sorrow – Wants to Install Tank on WPCA Property to Sell Gray Water to Prison for Toilets – Shane McCannon stated that Mr. Sorrow wanted to be removed from the agenda as he does not have enough information at this time.

c. Employee Recognition – Employee of the Month Program – Shane McCannon suggested beginning an employee of the month program. Mr. McCannon mentioned that if an employee is to get employee of the month three times they should earn a reward. Bruce Remington stated that it cannot be monetary. John P Murphy suggested giving that employee a plaque if they receive employee of the month three times. The Commission agreed.

d. Cross Street Sanitary Sewer Overflow – Shane McCannon stated that there was a sewer backup on Cross Street which caused overflow into two houses. There is currently an active insurance claim. This was discussed at the Planning Committee meeting; please refer to the minutes of that meeting. At this time, the issue is with Woodard and Curran for them to find a solution. In the meantime operators will check the manhole once a week and jet the line once a month to help maintain the line and help to prevent another overflow.

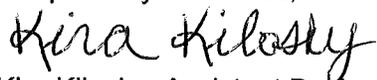
e. Bids/RFP's – Stony Brook Erosion Repairs – Shane McCannon stated that Stony Brook has a serious erosion issue and it needs to be fixed to protect our assets. The next step is shoring up, putting rip rap down to prevent potential failures. Plans for the permanent fix are in the facilities plan. Mr. McCannon stated that he and Woodard and Curran held the pre-bid for the Stony Brook repair today, April 12, 2016. They had two contactors present for the pre-bid. One of the contractors worked on previous repair to Stony Brook, and the last bid for Stony Brook, they were the low bidders.

- Mechanical Support Services – Tabled until next meeting.

- Equipment Purchase – Shane McCannon stated that he would like to replace some of the core equipment that is in the age range of 25 to 30 years old. The new equipment will be more energy efficient. This is a coordinated effort between the WPCA, an electrical contractor, a mechanical contractor and a control systems contractor. This project should be completed by the end of July.

ADJOURNMENT: Kris Barthelmess made a motion to adjourn the Regular Meeting of April 12, 2016 at 9:55 p.m. Janet Davis seconded the motion; it passed unanimously.

Respectfully submitted,



Kira Kilosky, Assistant Business Administrator



Suffield, Connecticut
WASTEWATER FACILITIES PLAN
SCOPE AND BUDGET PRESENTATION

WOODARD CLIFBURN



WPCA Meeting
 April 12, 2016

COMMITMENT • INTEGRITY • DRIVE RESULTS

Statutory Overview

- Federal (EPA – Clean Water Act)
 - A user charge system is required that collects revenue proportionate to costs for Operation, Maintenance and Replacement (O,M&R)
 - Utility institute a financial program to insure it has adequate funds for construction, O,M&R
- State of CT (CGS Sec. 7-245 thru 7-273)
 - Prepare and update the "Water Pollution Control Plan"
 - Acquire, construct and operate sewerage system
 - Establish rules and regulations for use
 - Establish a charge system for connection and use
 - Isolate funds from the municipal budget (including for debt service)
 - CTDEEP can order municipality to establish a WPCA




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CTDEEP Guidance Documents

- The Cost of Clean Water (User Charges)
 - Provide sufficient revenue for proper maintenance to comply with permits and protects the capital investment (O,M&R)
 - Isolate funds from general municipal budget
 - WPCA sets budgets and rates independent of BOS and BOF
 - An adequate user charge system is required to access CWF construction monies
- Methods of Capital Cost Recovery on WPC Projects
 - Benefit assessments – associated with construction of improvements
 - Facility Connection Charges – purchase of capacity for existing infrastructure



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Task 1 – Collection System Assessment

- Inventory and survey sewer system
 - Locate all manholes, pipes and attributes
- Develop mapping of system
 - Combine current plans with field work
 - Build GIS system
 - CCTV and manholes
- Evaluate sewer needs
 - Sewer service vs. avoidance areas and future flows
- Determine condition and capacity
 - Pipelines
 - Pump stations
- Develop hydraulic models of system
- Review regulations and funding




COMMITMENT INTEGRITY DRIVE RESULTS

Task 2 – Infiltration/Inflow Evaluation

- Review old and recent CCTV work
- Perform flow monitoring of subsystems
 - 10 meters for 10 weeks
- Continuously monitor rainfall and groundwater conditions
- Evaluate data to determine the nature and magnitude of clean water entering the various subsystems of the collection system
- Recommendations will include areas of structural problems and areas for SSES work




COMMITMENT INTEGRITY DRIVE RESULTS

Task 3 – Existing WPCF Evaluation

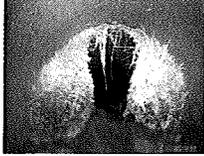
- Confirm sizing and layout of the facility
- Compile and evaluate existing flows and loadings
- Evaluate condition and capacity of existing facility
- Prepare hydraulic profile of the WPCF
- Develop a process model of the WPCF
- Prepare recommended minor improvements
- Funding




COMMITMENT INTEGRITY DRIVE RESULTS

Task 4 – Sewer System Evaluation Study

- Continuously monitor rainfall and groundwater conditions
- Manhole inspections
- Building inspections in suspect areas
- Smoke testing of suspect areas
- Dye testing of suspect connections
- Prepare recommendations that will include areas to:
 - Clean, line or replace pipe
 - Illicit connections to be disconnected from the sanitary sewers



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Task 5 – WPCF Upgrade Alternatives

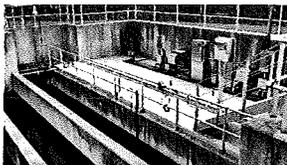
- Summarize updated flows and loads
- Research potential future permit requirements
- Evaluate and liquid and solids treatment alternatives
- Prepare cost effectiveness analysis of N trading
- Update process model
- Evaluate odor control needs and improvements
- Evaluate existing controls and potential upgrades
- Prepare cost estimates of alternatives and recommended improvements
- Develop overall upgrade recommendations



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Task 6 – Energy Efficiency and Generation

- Develop energy baseline
- Identify and/or confirm efficiency improvements to existing systems
- Evaluate alternatives for developing renewable energy on site
- Prepare cost estimates and life-cycle evaluations



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Task 7 – Prepare Plan Summary

- Develop current and future collection system staffing requirements
- Develop current and future WPCF staffing requirements
- Prepare financial analysis of overall recommended plan
- Develop funding alternatives for recommended improvements
- Prepare overall summary of facilities plan
- Present draft plan to WPCA
- Submit draft plan to DEEP and address comments



COMMITMENT. INTEGRITY. PROVE RESULTS.

Task 8 – Public Participation Program

- At key junctures in development of the plan, present findings to the public and other town boards via:
 - Two public meetings that may consist of formal presentations or informal information booths of local events
 - One public hearing to formally solicit public comments
 - Present plan to local commissions including; Planning & Zoning, Wetlands, Finance and Board of Selectmen
 - Document the public participation program




COMMITMENT. INTEGRITY. PROVE RESULTS.

Funding

- Facilities Plans are typically funded with grant monies from the Connecticut Department of Energy and Environmental Protection as follows:
 - Grant Portion – 55%
 - Local Portion – 45%




COMMITMENT. INTEGRITY. PROVE RESULTS.

Budget Breakdown by Task

Task	Title	Overall Cost	Estimated Grant	WPCA Cost
1	Collection System Assessment	\$567,300	\$312,016	\$255,286
2	UI Analysis	\$113,415	\$62,378	\$51,037
3	Existing WPCF Evaluation	\$99,758	\$54,867	\$44,891
4	SSES	\$182,738	\$100,506	\$82,232
5	WPCF Upgrade Alternatives	\$69,454	\$38,200	\$31,254
6	Energy Alternatives	\$57,162	\$31,439	\$25,723
7	Recommended Plan and Financials	\$79,834	\$43,908	\$35,925
8	Public Participation Program	\$43,644	\$24,004	\$19,640
TOTAL		\$1,213,305	\$667,318	\$545,987

COMMITMENT: INTEGRITY DRIVE RESULTS

Budget Breakdown by Fiscal Year

Fiscal Year	Overall Cost	Estimated Grant	WPCA Cost
2015 - 2016	\$64,434	\$35,440	\$28,996
2016 - 2017	\$733,869	\$403,628	\$330,241
2017 - 2018	\$415,001	\$228,250	\$186,750
TOTAL	\$1,213,305	\$667,318	\$545,987

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