

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
June 14, 2016

MEMBERS PRESENT: Chairman Bruce Remington, Wallace Rodger, Roger Ives, Janet Davis, Charles Roumas

ALSO PRESENT: Chief Operator Shane McCannon, Business Administrator Julie Nigro, Assistant Business Administrator Kira Kilosky, Union Members Jared Murphy, Daniel Carney

CALL TO ORDER: Chairman Bruce Remington called the Regular Monthly Meeting for June 14, 2016 to order at 7:00 p.m., and requested that Julie Nigro read the Roll Call. Ms. Nigro noted the presence of Chairman Bruce Remington, Commissioners Wallace Rodger, Janet Davis, Charles Roumas and Roger Ives. Ms. Nigro noted the absence of Kris Barthelme and John P Murphy. Also present Chief Operator Shane McCannon, Assistant Business Administrator Kira Kilosky, and herself, Business Administrator Julie Nigro; also present, Union Members Jared Murphy and Daniel Carney arrived at 7:25 p.m.

APPROVAL OF MINUTES: Charles Roumas made a motion to approve the Public Meeting Minutes of May 10, 2016. Wallace Rodger seconded the motion; it passed unanimously. Wallace Rodger made a motion to approve the Regular Meeting Minutes of May 10, 2016. Janet Davis 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 2015/2016 \$117,752.33. Charles Roumas 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 2016/2017 \$820.00. Roger Ives seconded the motion. It passed unanimously. Wallace Rodger moved to disperse from the RCM fund for 2015/2016 \$31,695.65. Janet Davis seconded the motion. Mr. Rodger went over the expenses over \$1,000. It passed unanimously. Wallace Rodger moved to disperse from the Administration Fund \$58,190.43, for May payroll. Janet Davis seconded the motion; it passed unanimously.

COMMITTEE REPORTS:

Planning Committee – Committee Status – Discussed below under “Old Business” section “e. Facilities Plan – Status of DEEP Approval.”

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

Daily flow for May averaged 1.1 mgd. The prison discharged an average flow of 0.268 MG in May. The average flow from HOOD was 93,000 gallons in May.

BOD & TSS removal were both 99%.

Nitrogen – The plant averaged 12.5 lbs. for May and the limit is 45 lbs. /day. The total nitrogen concentration (TN) was 1.4 mg/L.

PLEASE SEE ATTACHED CHIEF OPERATOR'S REPORT

BUSINESS ADMINISTRATOR'S REPORT: Julie Nigro went over the April 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 28% unexpended versus 17% by the end of April. Ms. Nigro stated that including the bills approved at this meeting, we are 13% unexpended versus 0% through the end of June; next month there will be more June bills to be accounted for. Regarding the delinquent accounts, Kira Kilosky stated that in May we received a little over \$3,000, or a little less than 9% of our tracked delinquent accounts. Ms. Kilosky also stated that four delinquent accounts paid in full in May. Also, the

2016/2017 Sewer Use Bills will be sent out June 30, 2016. Bruce Remington asked Kira Kilosky how the response is from our current attorney. Ms. Kilosky stated that response time can be slow and untimely. Mr. Remington suggested putting out to bid for a new municipal attorney. Ms. Kilosky stated she will bid out Legal Services for the next meeting.

CORRESPONDENCE: None

OLD BUSINESS: a. Superintendent Position – Offer Letter Draft and Miscellaneous Items – Jared Murphy and Dan Carney voiced their concerns regarding Shane McCannon becoming Superintendent and coming out of the Union because of possible staffing issues, such as, on-call, weekend and vacation coverage. The Union Members are curious as to how the Commission was going to handle being down one Union staff member. Bruce Remington stated that we will be hiring another Union Member. Mr. Remington suggested that Shane McCannon and the other Union Members discuss whether the WPCA should hire a Maintainer or an Operator. Bruce Remington stated that we will have an answer of our plans to hire for the July meeting. After a brief discussion, it was agreed that a job position will be posted before the July meeting. Regarding the offer letter, Charles Roumas mentioned that there were a few typos; other than that he feels that Bruce Remington should sign the letter. Mr. Remington stated he would sign the offer letter, and then it should be submitted to the necessary people at the Town Hall. Wallace Rodger made a motion to approve the terms of the Superintendent Offer Letter with corrections. Charles Roumas seconded the motion; it passed unanimously.

b. Planning Application Status and Sewer Development –

- Planning Application and Developer's Agreement Approval – Roes Hill Farm – (13 Single Family Homes) – Briarwood Homes – Shane McCannon stated that Elzear Roy has signed the Developer's Agreement and has commenced construction. Roes Hill Farm has a part of a Low Pressure Sewer System. Mr. McCannon stated that we need a vote to formally approve the Planning Application and Developer's Agreement. Wallace Rodger made a motion to approve the Planning Application and Developer's Agreement for Roes Hill Farm. Janet Davis seconded the motion; it passed unanimously.

- Planning Application – Fiddlehead Farm (9 Lot Subdivision) – F&L Construction – Shane McCannon stated that he has reached out to the project owner to provide additional information necessary to complete the Planning Application review. Mr. McCannon explained that we have yet to receive said information and F&L Construction has reached the end of their 65 day extension on their original application. Janet Davis made a motion to deny the Fiddlehead Farm Planning Application without prejudice due to lack of information. Wallace Rodger seconded the motion; it passed unanimously.

- Route 75 Sewer Expansion Update/Discussion – Shane McCannon stated that he attended a pre-construction meeting. They discussed the schedule and many specifics. Mr. McCannon's main concerns are that the schedule will be strictly adhered to on their end, as well as the bond amount was appropriate for the project. We will be receiving inspection information from Cardinal Engineering, who has been hired on the Town's behalf to inspect the installation. The project is to begin in August, and is to be completed by January 1, 2017.

c. Ongoing Capital Projects –

- Stony Brook Erosion Repairs – Shane McCannon explained that we posted two separate bids for the erosion repairs and Hubert E. Butler Construction was the sole proposal each time. So Hubert E. Butler Construction will be doing the Stony Brook erosion repairs. They have done work on the Stony Brook Interceptor previously, so they are familiar with the area. We have \$100,000 budgeted this year for the project, so they will begin June 20, 2016 and complete \$100,000 worth of work by July 1, 2016. We are looking at a total of six to eight weeks of construction.

- Instrumentation/Control and Process Equipment Upgrade – Shane McCannon stated that the WPCA hired JK Muir to do an energy audit, which is funded by Eversource. We implemented a lot of low or no cost solutions which saved us a lot on energy. We are in the

process of Phase 2, which is to include an upgrade to our SCADA system, new VFDs, and new equipment. The only thing that won't be done by the end of 2015/2016 is the installation of the new pumps, which will be completed in 2016/2017.

d. Cross Street Sanitary Sewer Overflow Update and Discussion – Shane McCannon stated that we have identified the cause of the overflow, which is roots in a section of pipe that has separated, which is just upstream of the manhole. The WPCA is going to correct that by putting in a new section of pipe and then treat the whole line for roots. Also, there are two different alarm systems in that pipe so if water levels rise we will be alerted before it overflows. Janet Davis asked if the first floor/basement bathrooms in the homes were installed when the homes were built or after. Mr. McCannon stated that he does not know the answer to that. But, the bathrooms are higher than the sewer line themselves. Ms. Davis stated she was wondering if the bathrooms were done after and if they had proper permits pulled to do so. Julie Nigro stated she will check with the building department to see if a permit has been pulled for either property. Shane McCannon stated that based on the May 2016 Minutes and discussions, he recommends the WPCA pay the difference in the Actual Cash Value and the Replacement Cash Value, so the homeowners are able to replace everything they had lost. If the Commission approves paying the differential, we should have our attorney write a release letter. Julie Nigro explained that the figures that are shown to the Commission are the numbers the Insurance Company came up with; the Actual Cash Value, Depreciation Value, and Replacement Cash Value. Currently we only have the final information for 20 Cross Street from the Insurance Company. Regarding 10 Cross Street, they are still negotiating with the Insurance Company so that figure will likely increase. Wallace Rodger made a motion to authorize payment, (for 20 Cross Street in the amount of \$8,452.47 and for 10 Cross Street not to exceed \$3,000), if the bathrooms were permitted. If not - a solution will be discussed in July; compensation is due to this being the third preventable incident. Charles Roumas seconded the motion; it passed unanimously.

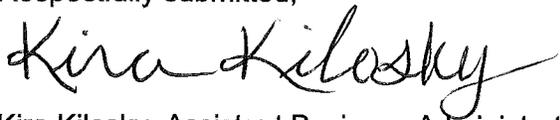
e. Facilities Plan – Status of DEEP Approval – Shane McCannon stated that DEEP reviewed our Facilities Plan. They came back with comments which affect our Capital Plan for 2016/2017. The comments removed the rate study and also the sewer system evaluation survey; both were very important aspects of the plan. DEEP also noted that some other areas seemed redundant and had unnecessary extra costs. At this point we have not received comment from Woodard and Curran, nor have they sent DEEP an official response to their comments. This changes our plan and how we proceed. We may have to have these projects done individually and bid them out separately. We are delayed another month until we receive feedback from DEEP. We should have a more definite direction at the July meeting.

NEW BUSINESS: a. Septic/Liquid Waste Receiving Policy – Bruce Remington suggested changing the date in the last sentence to September 1, 2016. Julie Nigro suggested having an Operator versus "staff" check the truck gauges and sign the tickets since they know what they are looking for. Shane McCannon agreed with the changes. Mr. McCannon mentioned that the current manifests are not uniquely identified and is looking into having them numbered. Mr. McCannon stated he would like to adopt the new policy pending a Public Hearing. Wallace Rodger made a motion to set a Public Hearing for July 12, 2016 to accept the Septic/Liquid Waste Receiving Policy. Roger Ives seconded the motion; it passed unanimously.

APPLICATION REQUESTS - NEW: a. Dakota Partners/ The Hamlet Homes – Bruce Remington stated that there is a meeting scheduled for June 23, 2016 with Shane McCannon, Dakota Partners and himself. More will be discussed at the July meeting.

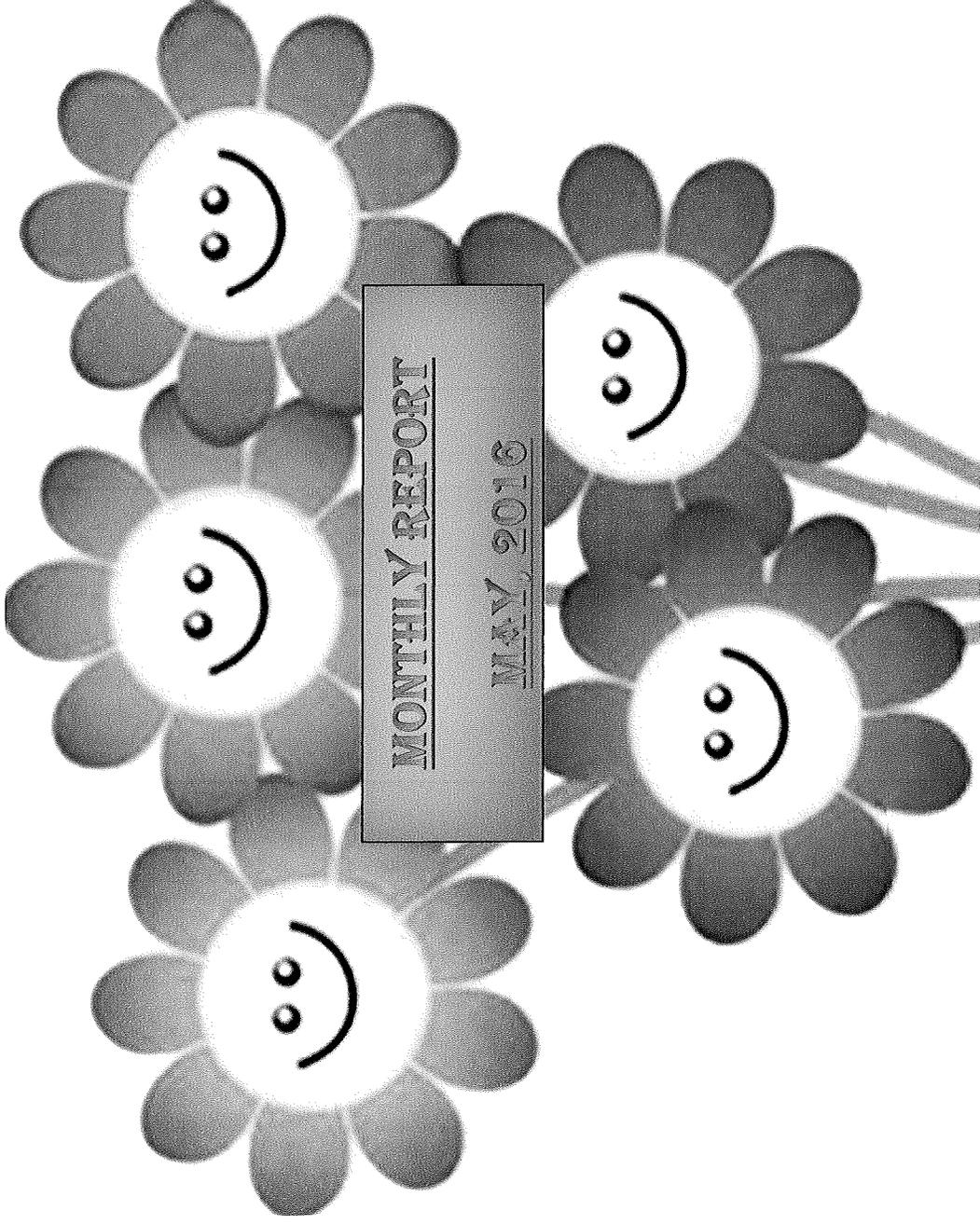
ADJOURNMENT: Charles Roumas made a motion to adjourn the Regular Meeting of June 14, 2016 at 9:07 p.m. Wallace Rodger seconded the motion; it passed unanimously.

Respectfully submitted,

A handwritten signature in black ink that reads "Kira Kilosky". The signature is written in a cursive style with a long, sweeping tail on the "y".

Kira Kilosky, Assistant Business Administrator

TOWN OF SUFFIELD
WATER POLLUTION CONTROL AUTHORITY



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), 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 were no incidents to report in May, 2016.
- There were no near misses to report.
- The safety meeting was held on May 31, 2016. The following issues were discussed:
 - Staff discussed confined space entry and updates to the current program. All employees have been trained but we need to complete annual refresher training as time permits. This will give us the opportunity to evaluate out equipment and evaluate the program. Staff discussed our Confined Space meter and best practices.
 - Staff discussed the manhole covers we currently require. The covers are larger than typical and we need to decide if we want to switch to a smaller cover which is lighter and more cost effective.
 - Ladder inspections were completed. All ladders were labeled so that they can be individually identified.
 - Safety Inspections are now split up into two areas; plant and collection system. The task was performed by one person but will now be split between two people.

Energy:

1.) Please review the facility and pump station electrical use graph attached to this report.

2.) As discussed last month, our Plant equipment upgrade is in progress. The upgrade is based on the need to replace outdated equipment with more efficient equipment. Last month we described the project sequence. There have been some minor delays, but this project is more complicated than most and we are generally on track with no major problems to report.

Technical Training and Certification

Jamie Kreller will attend the NEWEA Spring meeting in early June. He will also be a judge in the Operations Challenge, which is a contest to showcase operational and mechanical skills in our field.

Facility Tours

There were no facility tours to report in May, 2016. Katherine Kneeland (East Windsor WPCA Operator) was a guest to our facility for one day to job shadow Shane McCannon. The job shadowing program is part of the Manager's training course curriculum she is enrolled in.

Septage Receiving

The facility received just 20,660 gallons of septage in May, 2016.

Our new septage receiving bar and rock screen will be delivered in late June, 2016.

Staff completed the review of our septage receiving policy. It was updated to address a few concerns and to strengthen the monitoring and accounting of Liquid Wastes coming into the facility.

Plant Operations

There was no permit related issues to report in May, 2016.

The annual laboratory proficiency test will be completed in June. The deadline is July 1. We also like to perform a trial run using known pollutant concentrations prior to running the official test. We implemented that procedure last year after we had difficulties with the 2014 test.

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 1.4 mg/l and 12.5 lbs. for the month. We improved over the previous year once again. The permit limit is 45lbs/day, and we have been much below that for the majority of the year.

We removed 99% of both BOD and Suspended solids as usual.

The average daily flow to the facility in May was 1.1 MGD. The flows have remained low because there was just a little over 2 inches of rain recorded at the facility.

The average flow from Hood was 93,000 gallons in May. Their BOD loading was 2263 lbs. /day. They were 53% of the plants BOD load. They were 8% of the flow. A graph is attached which shows their flow trend. We plan to have their pipe to our facility cleaned starting in June to ensure uninterrupted service and no pipeline overflow issues.

The Prison discharged an average flow of 0.268 MG in May. While the meter was calibrated in March, one of the electrical devices in the cabinet failed and we recorded the flow readings directly from the meter for a portion of the month. The readings were 100% correct, but it is good to record when issues like this occur for many reasons, including record audits.

Sludge Dewatering and Disposal

The new Volvo Roll off truck was repaired under warranty. As a reminder, one of the hooks that hold the dumpster on the truck was bent by the contractor who re-painted the dumpster we purchased. We should be trouble free from this point forward.

The plant processed 748,000 gallons of waste sludge which generated 313 wet tons of sludge cake transported to MDC. The average sludge cake concentration was 14.4%, again slightly lower than usual and desired. We had been investigating possible causes of a lower sludge cake concentration and we found the belt cleaning sprays were plugged due to lack of routine cleaning and also lower than desired spray nozzle flow. Our new plant water system will help to resolve that issue but we also improved the daily check list for that area.

Maintenance

There were several maintenance items completed in May. Highlights are below and do not include more routine tasks generated by our Work Order system:

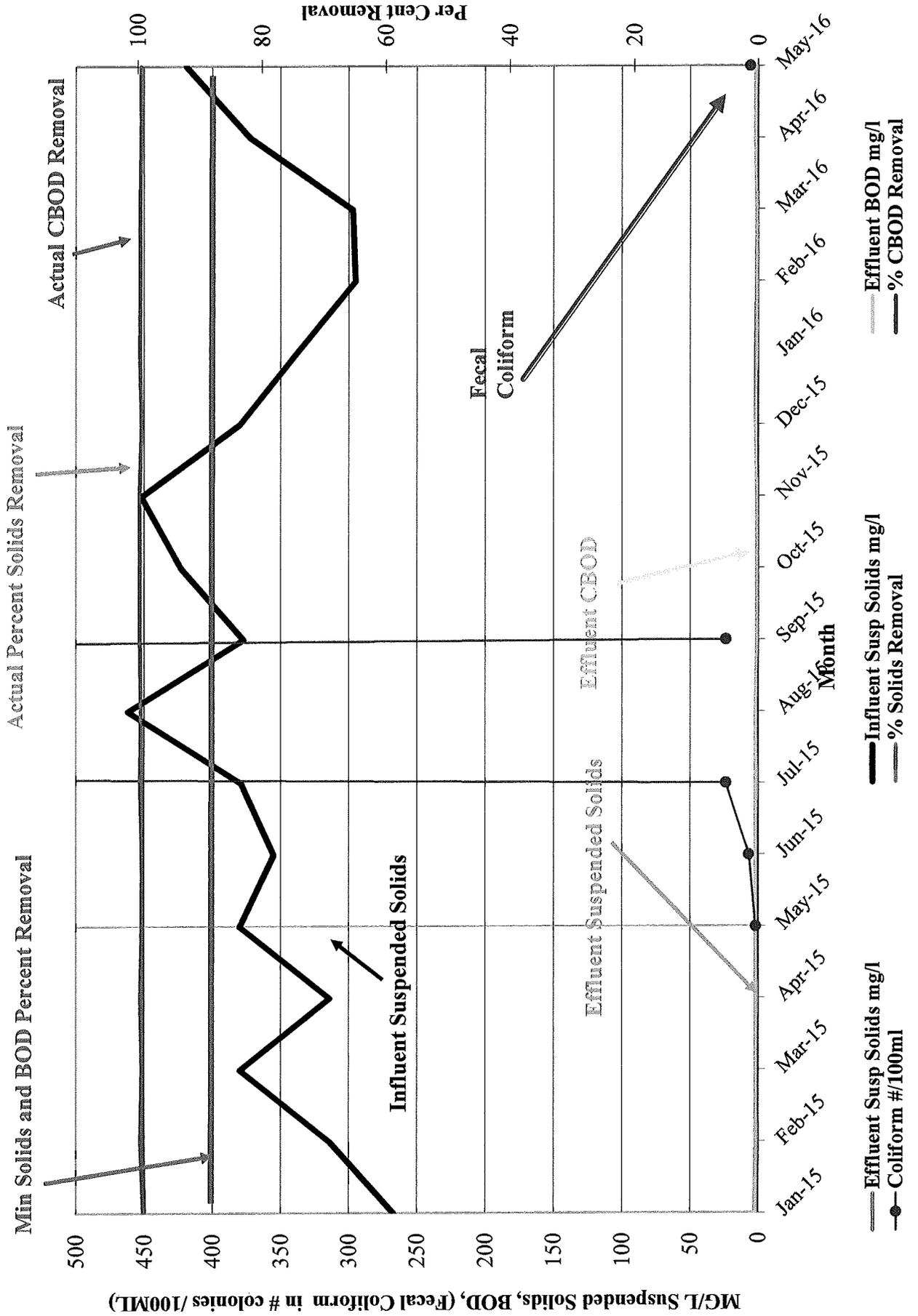
- Staff replaced a failed pressure transducer at the Mapleton Street pump station. It failed due to age.
- Staff cleaned the clarifiers and scum tank.
- Staff continued worked with TAB computer to improve the plants computer systems. We are nearly complete. The last task involves moving all of our operational data and software from Town hall to our facility and then making sure the data is secure and backed up off site. We reviewed this project with the Town's IT director to ensure it met Best Practice goals.
- ECI Electrical continued on their part of the Energy and Equipment upgrade project.
- Staff installed two new manhole level monitors on Cross Street which will detect a high water level prior to overflow.
- A new rubber section was installed on the sludge discharge chute for the new roll off truck.
- NIC systems continued their part of the Instrumentation and control upgrade in the Pump building and Sludge Storage building. Staff worked with them to fine tune plans.
- Electric Motor Inc. replaced a seal on Aerator #1 gear box.

Collection System and Pump Stations

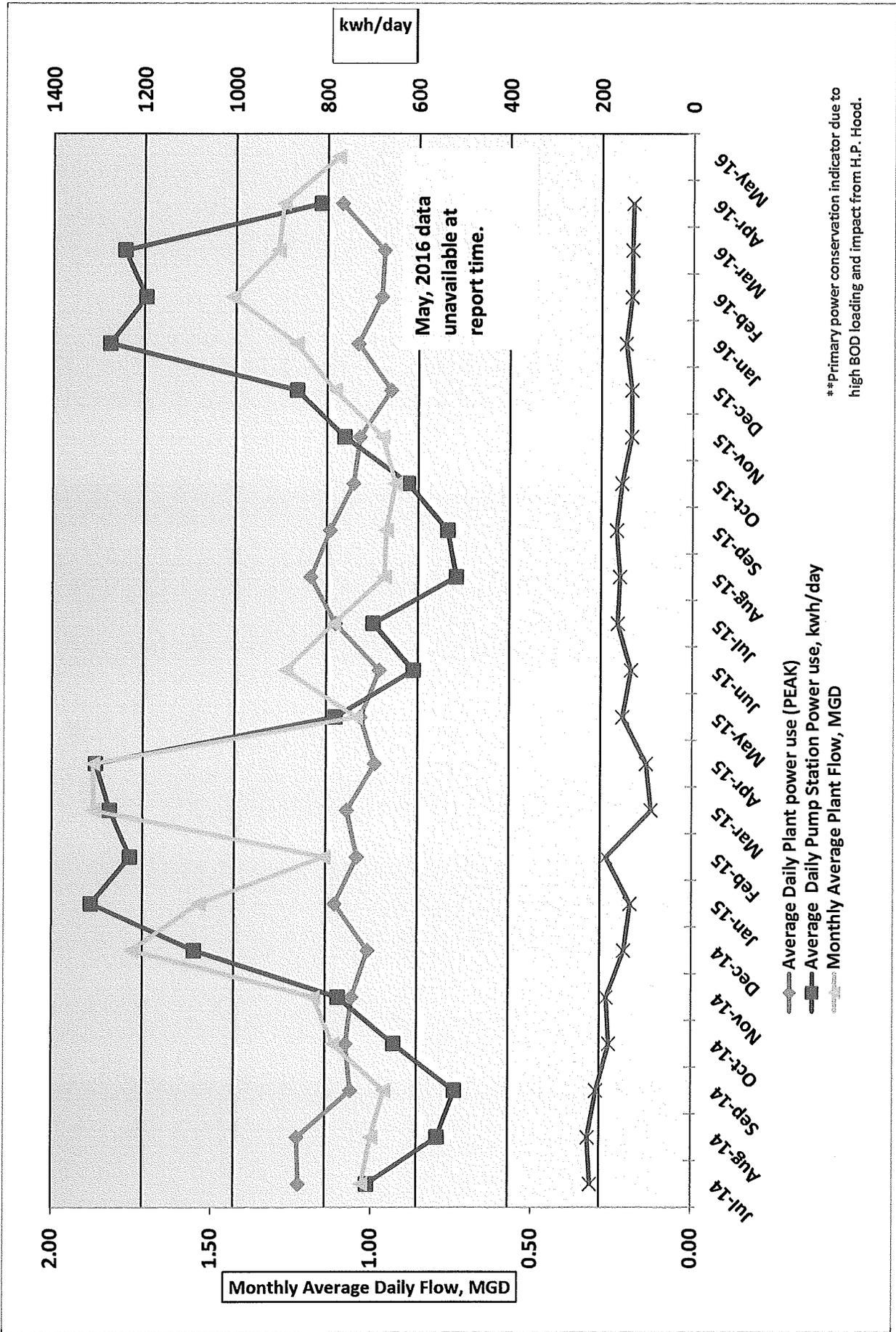
- Staff completed over 75 Call before you dig requests.
- There were no sewer overflows in May, but we did have one sewage back up on Thistle-down Street. Staff found the pipe was plugged with bricks because the brick manhole shelf was falling apart in a few locations. The wrong type of brick was probably used during construction.
- There were no new connection permits issued in May 2016.
- Staff completed a substantial amount of grounds work at the pump stations.

- Steve Marquis, our inspector, completed one industrial connection inspection on Bennett Road and one Industrial connection at 15 Redstone.
- Briarwood Homes and the WPCA entered a developer's agreement for the Roes Hill project. This project will begin in early June. A portion of the project is low pressure sewer using five individual grinder pumps instead of a community pump station.
- Mobile Robotics was called to perform CCTV inspection of the sewer lines in the area of the Cross Street sewer overflow. We found Roots and Grease were a major part of the overflow issue. We also found an elevation change outside of the manhole which contributed to the problem because the pipe had separated at the beginning of the drop and roots were allowed to enter into the void space. Steve Marquis will replace the device used to facilitate the elevation change.

Town of Suffield WPCA Plant Performance Data

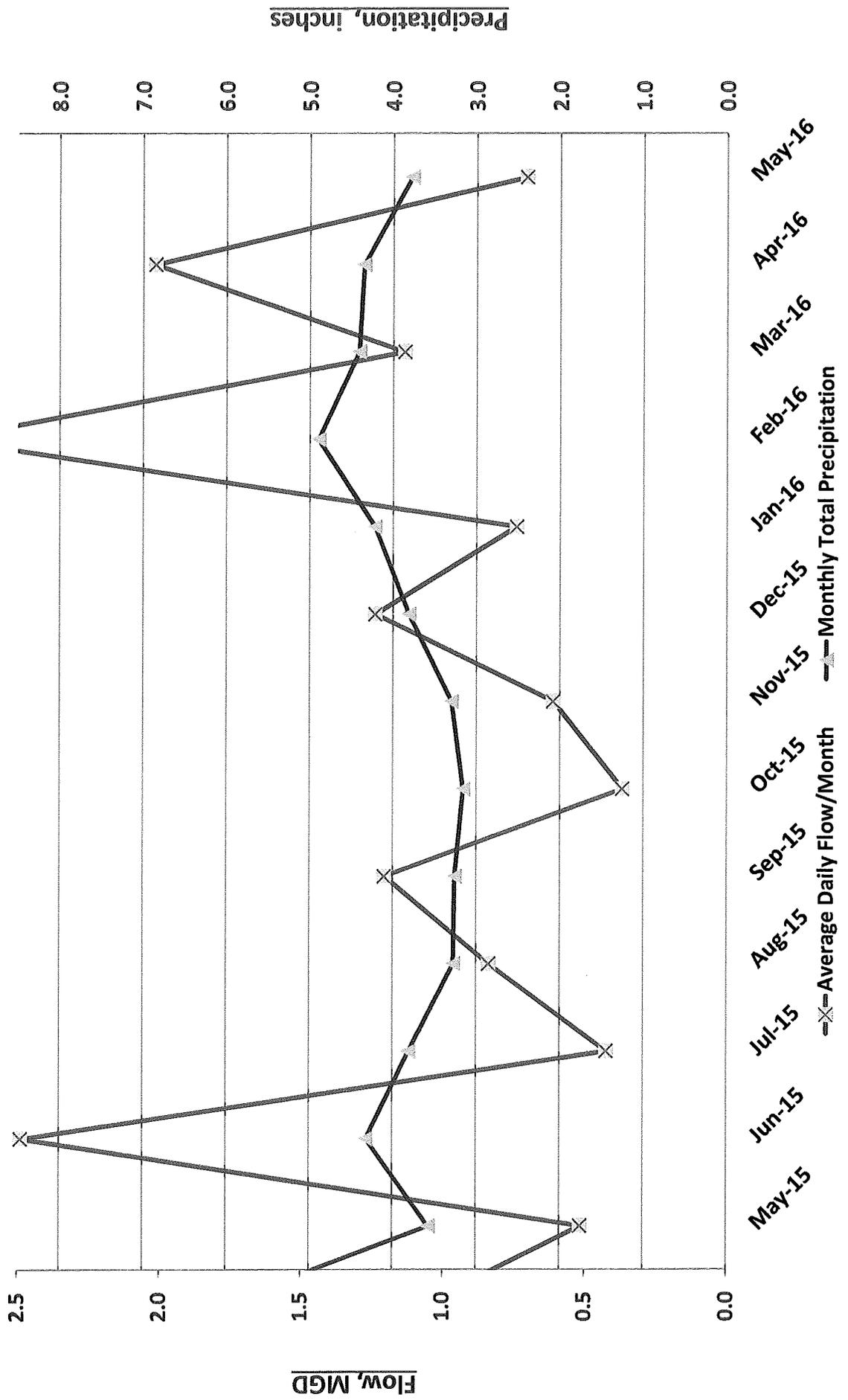


Plant Power Use

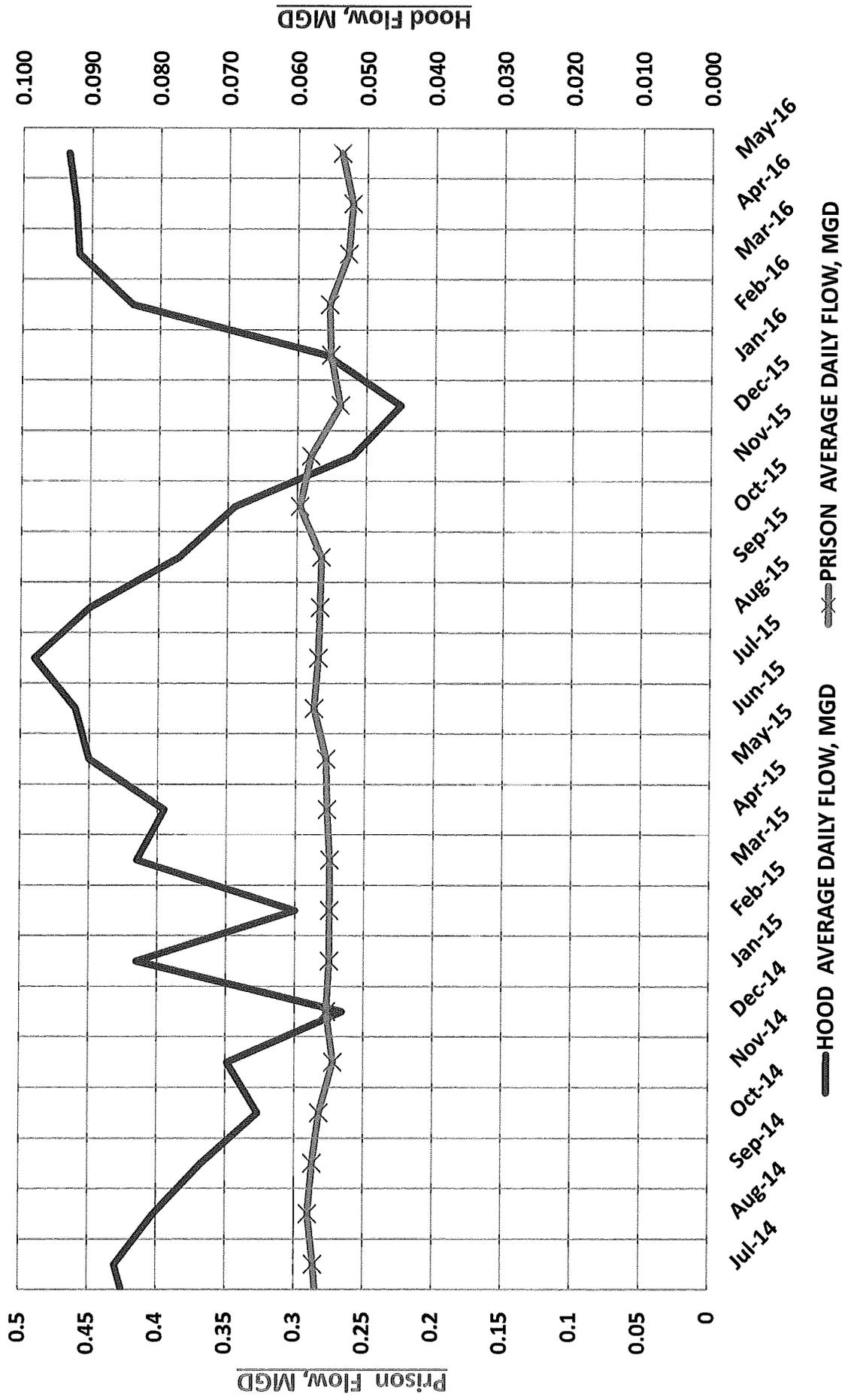


**Primary power conservation indicator due to high BOD loading and impact from H.P. Hood.

Suffield WPCA
Average Monthly Flow vs. Precipitation



Hood and Prison Average Monthly Flow



SUFFIELD WPCA
NITROGEN POUNDS PER MONTH VS. AVERAGE DAILY FLOW/MONTH

