

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
July 12, 2016

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

ALSO PRESENT: Superintendent Shane McCannon, Business Administrator Julie Nigro

CALL TO ORDER: Chairman Bruce Remington called the Regular Monthly Meeting for July 12, 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, John P Murphy and Roger Ives; Ms. Nigro noted the absence of Kris Barthelme. Also present, Superintendent Shane McCannon, and herself, Business Administrator Julie Nigro; Ms. Nigro noted the absence of Kira Kilosky, Assistant Business Administrator.

APPROVAL OF MINUTES: Wallace Rodger made a motion to approve the Regular Meeting Minutes of June 14, 2016. Roger Ives seconded the motion; it passed unanimously.

CITIZEN INPUT: None

CHANGES TO THE AGENDA: Julie Nigro stated that we did not have a Public Hearing tonight, July 12, 2016, due to the fact that we need 10 days to notify the public and with the holiday there was not enough time for proper notice.

TREASURER'S REPORT: Wallace Rodger moved to disperse from the Administration Fund for Accounts Payable for 2015/2016 \$170,358.82. Charles Roumas seconded the motion. Mr. Rodger went over the expenses over \$1,000. It passed unanimously. Wallace Rodger stated that he would like the Commission to be aware of a penalty fee in respect to fuel oil. Shane McCannon explained that the Town entered a two year contract with East River Energy which includes the WPCA's fuel usage. Mr. McCannon feels that the information he provided was entered incorrectly. We were unaware that the contract values are guaranteed usage numbers. So there is a liquidation penalty fee of \$7,000 for unused fuel oil. Mr. McCannon is still negotiating with a gentleman at East River Energy. We are looking into possibilities that could reduce our liability for our unused fuel. Wallace Rodger stated that we need to focus on the fact that we're approving the \$3,300 difference. Wallace Rodger moved to disperse from the Administration Fund for Accounts Payable for 2016/2017, including the WPCA's OPEB contribution, \$287,497.67. Charles Roumas seconded the motion. It passed unanimously. Wallace Rodger moved to disperse from the RCM fund for 2015/2016 \$316,643.50. 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 \$57,194.10, for June payroll. Charles Roumas seconded the motion; it passed unanimously.

COMMITTEE REPORTS: *Planning Committee* – Nothing to report.

CHIEF OPERATOR'S REPORT: Superintendent Shane McCannon reported as follows:
Plant daily flow for June averaged 0.95 mgd. The prison discharged an average flow of 0.259 MG, and HOOD averaged 106,000 gallons.
BOD & TSS removal were both 99%.

Nitrogen – The plant averaged 11.5 lbs. /day for June and the limit is 45 lbs. /day. The total nitrogen concentration (TN) was 1.4 mg/L.

MISC.: Shane McCannon reported that the Cross Street issues have been identified and fixed. The primary cause was roots and what collected on the roots such as grease, etc. The roots were treated by Duke's Roots so they will not come back into the pipe.

PLEASE SEE ATTACHED CHIEF OPERATOR'S REPORT

BUSINESS ADMINISTRATOR'S REPORT: Julie Nigro went over the May financials. The variance report shows accrued expenses taking into consideration all the front loaded expenses, this variance report shows we are 21% unexpended versus 8% by the end of May. The 2016/2017 Sewer Use Bills were sent out June 30, 2016. Regarding the delinquent accounts, Julie Nigro stated we collected just over \$3,400 or just over 10.8%; four accounts paid their delinquent balance in June. Ms. Nigro stated that we were tasked with finding new legal representation. Attorney Michael Lanza was suggested to us, and he has experience in Municipal law. Attorney Lanza will be present at our August meeting in order to meet everyone before he is retained. Attorney Lanza offered to write an opinion letter until he is retained so we know where the authority lies between the Town and WPCA. It would be the same fee as our current attorney. Charles Roumas made a motion to authorize Attorney Lanza to write an opinion letter. Janet Davis seconded the motion; it passed unanimously.

CORRESPONDENCE: Janet Davis wrote a response to Melissa Mack's email which she shared with the Commission members. The Commission members agreed that a response to Ms. Mack's email was not needed at this time. **(PLEASE SEE ATTACHED RESPONSE)** There was a discussion regarding what services the Town provides to the WPCA and what services the WPCA provides the Town.

OLD BUSINESS: a. Superintendent Position – Current Status – Julie Nigro stated that we need to provide a new pay change form for Shane McCannon being more specific that Shane's health insurance will follow the Union Contract's. Our understanding is that that will suffice. John P Murphy made a motion to add to the pay change form "adjust vacation time compensation to 4 weeks and all other benefits remain consistent with "The Agreement Between the Town of Suffield Water Pollution Control Authority and the United Electrical, Radio and Machine Workers of America (UE) Local 222, Local #5" dated July 1, 2013 – June 30, 2017. Shane's date of employment was July 1, 2014." Charles Roumas seconded the motion; it passed unanimously.

b. Ongoing Capital Projects

- Stony Brook Erosion Repairs – Shane McCannon stated that Butler Construction Company was able to finish most of the work on the Stony Brook interceptor, but not the entire project. They replaced just one part of the banks that were worn away due to erosion. The Paper Street side needs to be repaired so the erosion doesn't cause it to fall in. The work on the North interceptor, on Paper Street, is at a halt due to a communication error that resulted in a possible legal dispute about access to the work area through a neighbor's property. A neighbor on Paper Street was not contacted and four trees were removed at the back of his property, thus causing an issue. We are awaiting a response from the neighbor's attorney at this time. As far as the Stony Brook interceptor, a significant amount of work was performed and we were billed for the work that was done in June.

- Instrumentation/Control and Process Equipment Upgrade – Nothing to report.

c. Facilities Plan – Mike Burns and Paul Dombrowski of Woodard and Curran owe DEEP a response to their comments regarding the Facilities Plan. Today, July 12, 2016, Mike Burns stated that the letter is drafted and is to be reviewed by Mr. Dombrowski before it is sent to DEEP. Shane McCannon will get a copy of the written response by Friday. After Woodard and Curran's response is sent, DEEP then reviews it again and we will finalize the project plans and then decide whether or not to move forward prior to proceeding.

d. Dakota Partners/The Hamlet Homes – The meeting scheduled for Wednesday July 13, 2016 was cancelled until all parties are available to attend.

NEW BUSINESS: a. Set Public Hearing for Septic/Liquid Waste Receiving Policy – Janet Davis made a motion to set a Public Hearing for the Septic/Liquid Waste Receiving Policy on August 9, 2016 at 7:00 p.m. Wallace Rodger seconded the motion; it passed unanimously.

b. Set Public Hearing for New Assessments – Janet Davis made a motion to set a Public Hearing for New Assessments on August 9, 2016 at 7:00 p.m. Roger Ives seconded the motion; it passed unanimously.

c. HSA Funding for Assistant Business Administrator for 2016/2017 – Julie Nigro explained that it is the Commission's decision to follow the Town's HSA contribution for Kira Kilosky, which is 40% of \$2,000, or make their own decision. The Town's contract has not been settled yet, so in July they contributed the 40%. This could affect January's HSA contribution once the contract is settled. Bruce Remington stated we should follow the Town; the other Commission members agreed.

d. Discussion of New Hire – Shane McCannon stated that he had a meeting with Bruce Remington and Janet Davis on July 1, 2016 to speak about the future needs of the facility. We budgeted for a Maintainer, which is an entry-level position. Mr. McCannon explained that we need a lot of electrical work done around the plant and posed the idea of creating an Electrical Operator position. Mr. McCannon stated that he would like to settle on a Maintainer with the possibility of a background in electrical work. Shane McCannon created a current staffing chart and a future staffing chart and shared them with the Commission. Bruce Remington recommended posting for a Maintainer; it was agreed upon. Roger Ives made a motion to post for a Maintainer with some electrical background preferred. Wallace Rodger seconded the motion; it passed unanimously.

APPLICATION REQUESTS: a Planning Application – Suffield Academy – Shane McCannon stated that Suffield Academy submitted two separate Planning Applications. One is for Memorial Hall reconstruction. The second Planning Application is for building two housing dormitory buildings. Mr. McCannon explained that they would enter a Developer's Agreement, just as anyone else would. John P Murphy made a motion to accept the two Planning Applications for Suffield Academy. Wallace Rodger seconded the motion; it passed unanimously.

b. Planning Application – Fiddlehead Farm (9 lot subdivision) – F&L Construction – Shane McCannon explained that at the June meeting this Planning Application was denied without prejudice due to lack of information. The developers had issues receiving information from the water company, which caused them to miss their deadline. We received a new Planning Application for this low pressure sewer system. Shane McCannon recommended to the Commission that the developer does not have to pay a second Planning Application fee. Wallace Rodger made a motion to approve the Planning Application for Fiddlehead Farm and waive the second Planning Application fee. Roger Ives seconded the motion; it passed unanimously.

EXECUTIVE SESSION: None

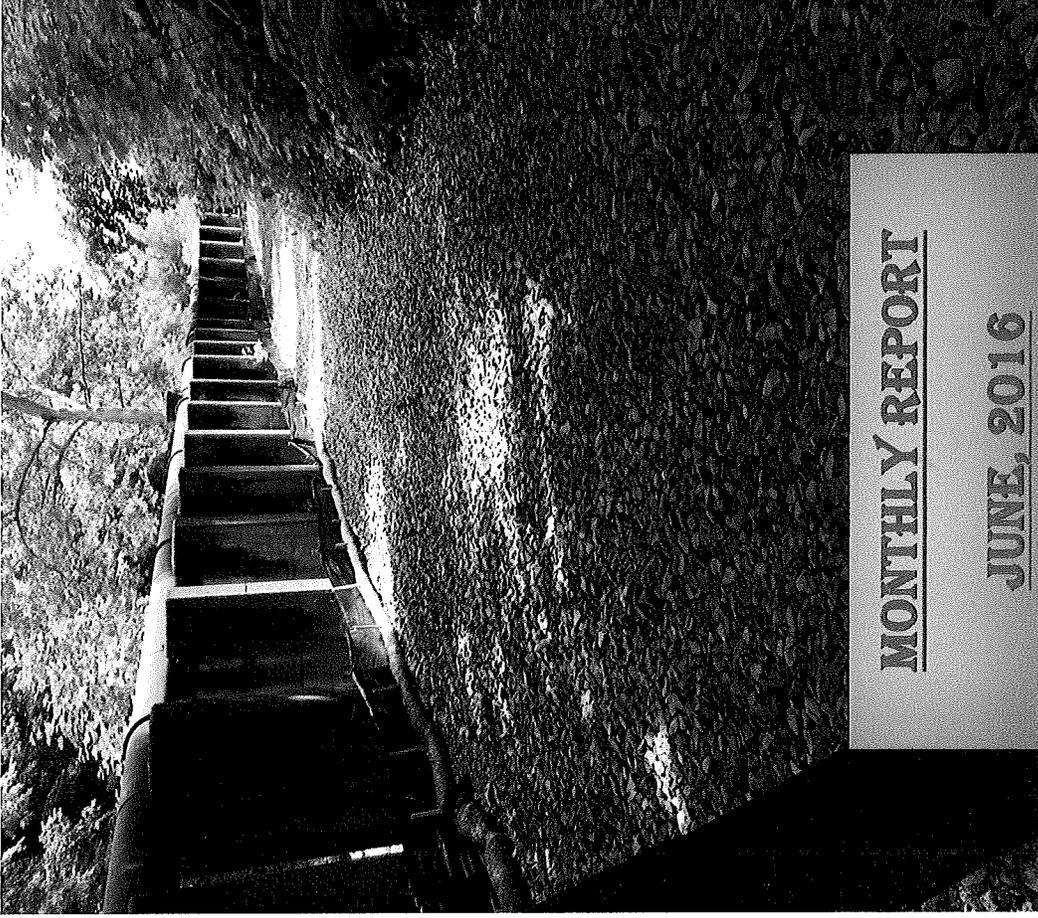
ADJOURNMENT: Wallace Rodger made a motion to adjourn the Regular Meeting of July 12, 2016 at 9:38 p.m. Charles Roumas seconded the motion; it passed unanimously.

Respectfully submitted,



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), Energy and SCADA/Controls Project Update, Septage Processing/Receiving improvements, Laboratory Operations, Plant Flows, NPDES Permit Issues, and Budget Issues.

Environmental Health and Safety/ Staff Energy awareness meeting

There were no incidents to report in June, 2016 and there were no near misses to report.

Energy:

The plant power graph is attached to this report. We adjusted the graph this month to include the total power use when we found that that previous number was based on “peak” power use, which is divided in our bill. We are charged a flat rate for use but the bill from Eversource still shows us our on peak and off peak use. We actually have a higher demand “off peak” than “on peak”. The utility sets the off peak hours on nights and weekends. The total electricity used is much higher than previously reported and that is the reason, but it also shows how much more we actually saved with our low or no cost changes to our operation. The pump stations power use is a function of the amount of sewage pumped and the efficiency of our pumps. Once we complete the major equipment upgrade at the facility, our energy focus will change to pump station low of no cost alternatives as well as alternative energy initiatives. We also have to look at plant cooling/heating, and aeration/sludge storage tank oxygen supply and mixing.

In early July, we will be changing three (3) thirty year old air conditioning units in two plant offices and the lunchroom. We will also decide how best to heat the facility in the future. The plant boiler is 30 years old and very far from efficient. We are looking at electric and gas as possible alternatives to our oil system.

Staff purchased an “energy use monitor” which will be integrated into our SCADA system so that we can get better information on our energy use trends. This will allow real time analysis and validation of our efforts.

Our process equipment energy use upgrade is nearly 50% complete. The new age motor drives, called “variable frequency drives” are all installed and the new control system is about 75% complete. We are reducing the plant use as follows:

- The waste sludge pumps motors were 25 horsepower (HP) (760 watts / HP), now 7.5 HP
- The return sludge pumps were 10HP, now 7.5 HP
- The BFP sludge feed pumps were 15 HP, now 7.5 HP
- The Plant Water System (PWS) was running 24/7 with either a 10HP or 15 HP pump. We added a ½ horsepower pump to accommodate after hours water needs and will install a new system that includes three (3), 10 HP pumps which run on a variable speed drive to reduce power consumption and the system will only run as needed which is 4 – 6 hours per day, 5 days a week.

Staffing

Shane McCannon was promoted to Superintendent on July 1, 2016. The Chief Operator position remains vacant and we are looking at the best possible position to suit our future needs.

Technical Training and Certification

There was no activity in June.

Facility Tours

Shane McCannon (Superintendent) and Charles Roumas (WPCA commission member) attended the MacDougal/Walker correctional facility tour on June 30. We accept roughly 275,000 gallons of wastewater from them daily and their operation was very educational.

will solve that issue. The pipe will be cleaned again and we will video camera the pipe to ensure it is clear.

Septage Receiving

The facility received just 37,350 gallons of septage in June, 2016. This was a big increase over the previous months as expected.

Our new septage receiving bar and rock screen is on site and will be put into operation in July. We found the Prison discharge pipe (septage dumping location) is starting to plug again and the new screen

Plant Operations

There was no permit limit related issues to report in June, 2016. We received our permit application in the mail in June and will file the application in July or early August. The permit expires in February, 2017.

The annual laboratory proficiency test was completed in June prior to the deadline. The results for our parameters are not yet available. I expect that we passed based on the results we reported.

The average flow from Hood was 106,000 gallons in June. Their BOD loading was 2825 lbs./day. They were 68% of the plants BOD load. They were 12% of the flow. A graph is attached which shows

Sludge Dewatering and Disposal

The plant processed 800,000 gallons of waste sludge which generated 297 wet tons of sludge cake transported to MDC. The average sludge cake concentration was 14.5%.

Maintenance

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

The new Septage receiving policy will be posted for public comment in July prior to the August meeting. The delay is not a problem, because it will give staff more time to put together the components of the new system. We proposed two classes to charge on; trucks greater than 1000 gallons and trucks less than 1000 gallons. We also will tighten up our monitoring and billing as needed. We only accept liquid waste from Suffield homes and businesses.

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 again and 11.5 lbs. for the month. The permit limit is 45lbs/day.

We removed 99% of both BOD and Suspended solids as usual. Seasonal disinfection of our plant effluent was excellent, with only 6 colonies/100ml of sample.

The average daily flow to the facility in June was 0.95MGD.

their flow trend. Wethersfield Sweeping started the annual cleaning of their pipe in June, and it was needed.

The Prison discharged an average flow of 0.259 MG in June

- Staff cleaned the clarifiers and scum tank.
- TAB computer completed the installation of the new plant server in June, and they were on site in July to install some server based software for operations and also moved many plant files over from the Town's server. We are borrowing their spare server this year until we budget for our own server. This helped to speed up our IT needs and helped to improve the Town IT director's space oh his server. And last but not least, he will have more time to focus on his core responsibilities. He was the only reason we had basic service here and his

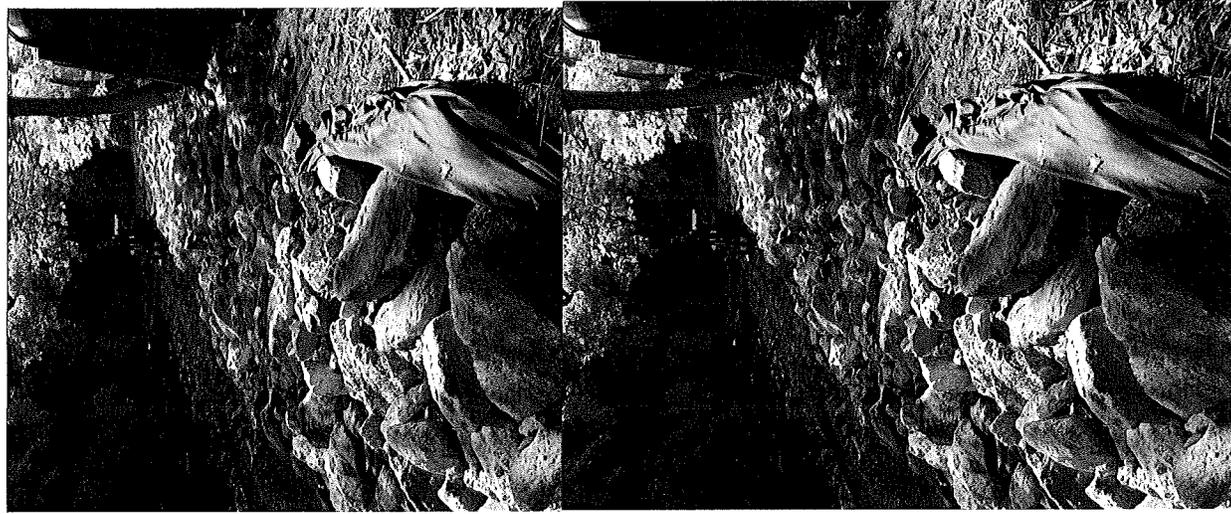
- support was greatly appreciated but our needs outgrew his available resources. We are still connected to the Town server with highly secure VPN connections so we can use Munits and Quality Data.
- A wide variety of preventative maintenance tasks were performed such as greasing, oiling, and exercising of plant equipment.
 - Staff performed a variety of yard work tasks, and a new picnic table and associated landscaping was installed on the plant perimeter fence closest to the canal.
 - Staff assisted DPW with locating the Fire department laterals.
 - Some sewer easements were mowed with more to be done later in the summer. Many are unpassable except in very dry weather. We will have to resolve that soon before they become a severe liability.
 - Staff repaired a leak on the Bar Screen water line

Collection System and Pump Stations

- Staff received over 100 Call before you dig requests.
- “Dukes Roots” was on site to perform Root treatment on 800 ft of pipe initially, but we found the Rawlins Brook cross country easement was fuller of roots than originally thought. This line also serves Greendale Village. Judging from the pictures on the next page, it’s no hard to see why. The first picture is of the pipe nearly 100% full of grease and roots. We were surprised it was flowing, but when we look at the forest growing on top of the pipe, it’s not hard to see why.
- The pictures on the right show a large root that may have been part of the cause of the sewage overflow on Cross Street, immediately downstream of the Rawlins Brook line.



These pictures show a portion of the work that was done to restore the banks next to the Stony Brook Interceptor. They are shown as before, midway, and after. The picture on the cover of this report shows how nice the access road to this location is now. Two years ago, it was not able to be accessed by vehicle, and not safely accessed by foot.



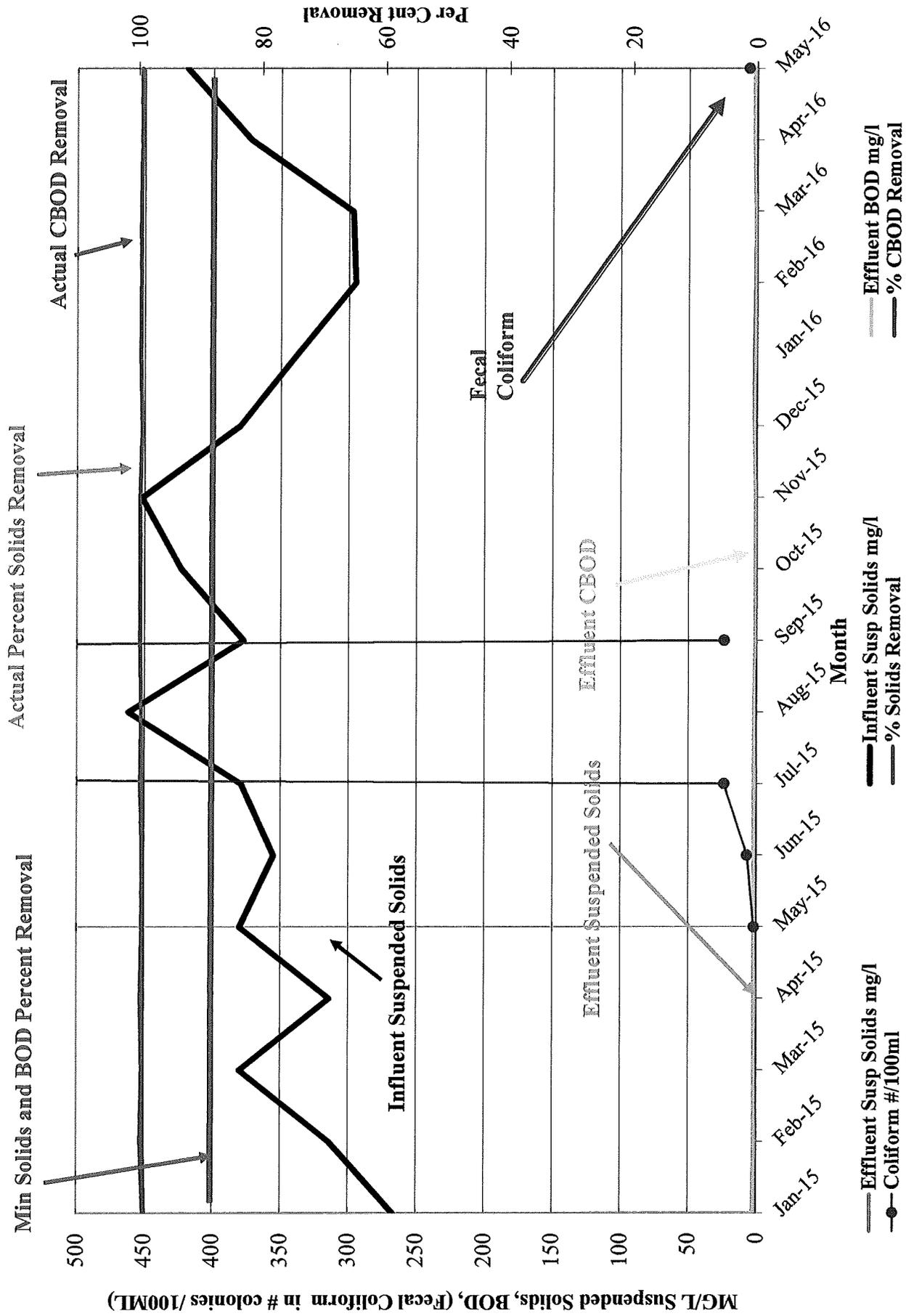
These pictures show the state of erosion on the north section of Stony Brook, close to the repair work being completed on the North Slope adjacent to the North Suffield Interceptor pipe.



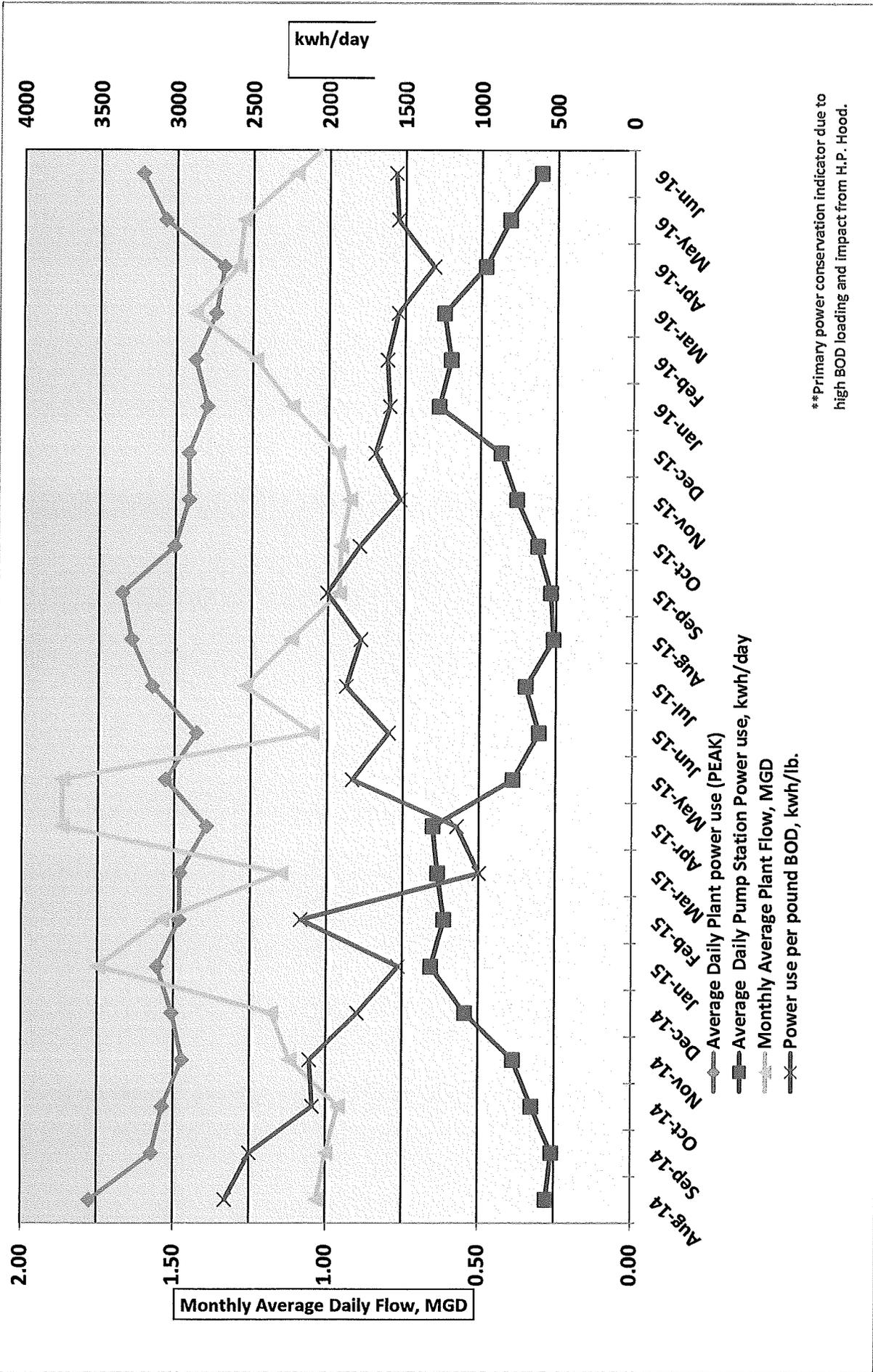
(Collections system continued.)

- There were no sewer overflows in June.
- There were two new connection permits issued in June 2016. Two connection permits were issued for the Roes Hill Farm development and one was issued for a home on Wisteria Lane.
- Staff completed a substantial amount of grounds work at the pump stations, and cleaned several wet wells.
- Steve Marquis, our inspector, completed the repair of the root infested section on Cross Street.
- Two new planning applications were submitted in June. One for a new project at Suffield Academy, and a revised project for Fiddlehead Field's development; another low pressure sewer system.
- Mobile Robotics was called for one day to inspect two troublesome sections of the sewer system.

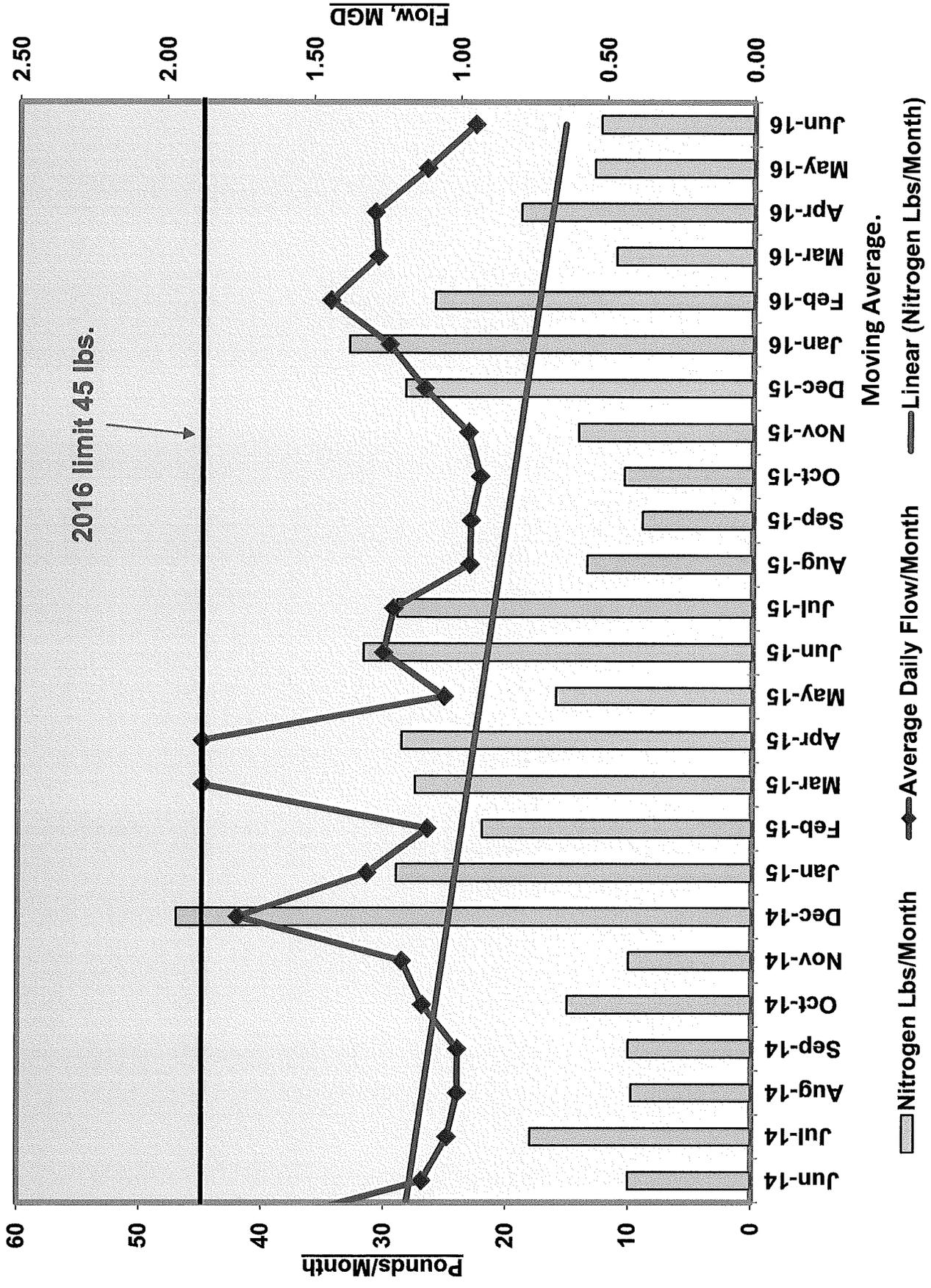
Town of Suffield WPCA Plant Performance Data



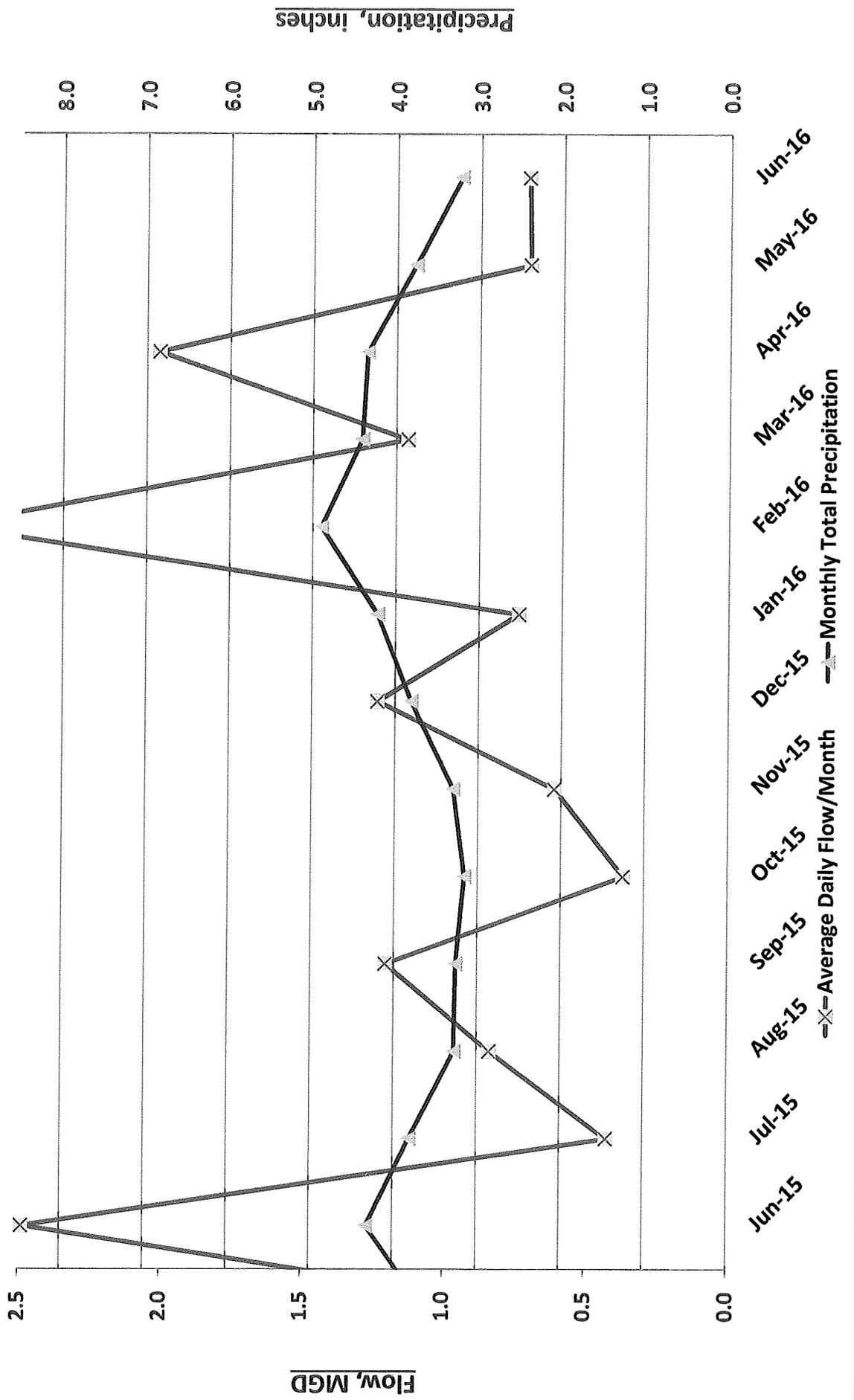
SUFFIELD WPCA POWER USE



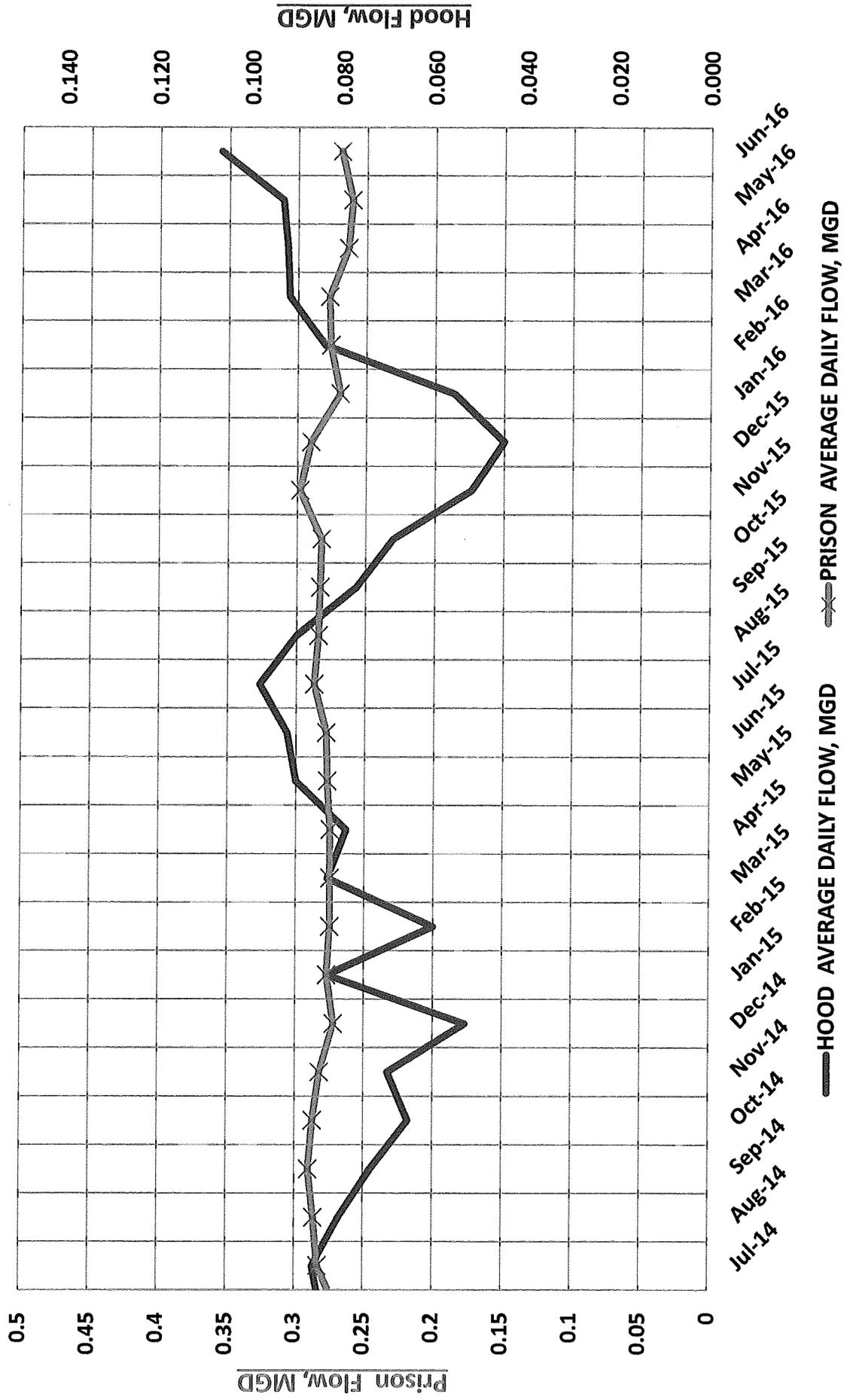
SUFFIELD WPCA
NITROGEN POUNDS PER MONTH VS. AVERAGE DAILY FLOW/MONTH



Suffield WPCA
Average Monthly Flow vs. Precipitation



Hood and Prison Average Monthly Flow



July 12, 2016

As the WPCA Commission is fully aware, there has been some recent emails regarding the issue of the WPCA Superintendent position being filled effective July 1, 2016, by Shane McCannon. I have chosen to formally respond during this July 12, 2016 WPCA Commission meeting to the July 6, 2016 email response from Suffield First Selectman, Melissa Mack sent to my personal email:

Thank you First Selectman for your detailed response. However, I do not understand why the Board of Finance members along with some town employees were included in your response, as they have no regulatory input to the WPCA per the state statutes. I simply thought to contact you directly, explain that the First Selectman's need not to be bothered with such details, and to invite you to attend one of our meetings. The change of Shane's employment status from a union to a non-union employee was approved by the WPCA Commission which was communicated to the appropriate town departments responsible for implementing the various benefit changes. Those individuals were provided the appropriate approved paperwork and the changes should have been made without any "approval" by the Selectman's office. If there were questions, then they should have been directed to the WPCA Commission, the WPCA Superintendent, and/or the WPCA Business Administrator. But, instead the questions were submitted to the Selectman's office, bypassing the WPCA. I personally believe the responding email from you was confusing, perplexing, and overall disappointing in that my email extended an offer for you to attend the WPCA Commission meetings to discuss any issues that may be of concern. I remember from your recent campaign for office, that you had expressed a desire to work with and communicate with all town officials. Unfortunately, your email expresses to me a different scenario. I personally work 40+ hours per week, have a family with extended responsibilities and VOLUNTEER to be on the WPCA Commission.

To your email listed below, comments have been made which address several of your statements regarding the supportive services. As described in those comments, the information in your email was either partially or completely incorrect, as I am uncertain where the information was obtained. I don't understand why you didn't contact the Superintendent, the Business Administrator or the WPCA Commission for answers. Further since the WPCA is a municipal entity, no taxes are levied, which is in line with the other municipal town entities.

Also from your email I'd like to briefly address "*While I appreciate that the WPCA is statutorily separate for certain purposes from the Town..*"

One of the reasons the WPCA is separate from the town is based on the funds collected from the sewer customers per the state statutes:

Connecticut General Statutes 7-267 – Use of funds

All benefit assessments and charges for connection with or use of the sewerage system, whether pledged for payment of bonds or notes or otherwise, shall be kept separate from other funds of the municipality and shall be used for the sewerage system, including the payment of debt incurred for the sewerage system and interest thereon, and for no other purpose.

The wastewater collection system, pump stations and the treatment plant require constant maintenance, repair and replacement. The funds are simply used to accomplish this. As I had stated in my email dated July 5, 2016, “

All WPCA employee salaries, pensions and insurance benefits are paid from our customer fees (Hood, the State of CT, various businesses and residents) and not from town taxes.

While the town does provide the WPCA supportive services, the Selectman's office along with the Board of Finance is incorrect to assume "For all of the foregoing administrative supports, the Town receives **nothing** in compensation for its services to the WPCA." The Senior Center, Kent Memorial Library, the Fire Station, the Police Station, and Town Hall are all connected to the sewer system of which NO SEWER USE FEES are paid by the Town of Suffield. . As a result, only the WPCA paying customers absorb these fees, rather than all of the Town's taxpayers.

I have lived in this town since 1991 and have been a sewer service customer since 1991. The WPCA has always provided quality service at a very reasonable cost. But since not all residents are on the system, there has always been confusion/misunderstandings between the town and the WPCA – I believe that is due to the various politicians not fully understanding the WPCA nor posing their questions to the WPCA. To date there are many people (some of them are currently elected selectmen) that do not understand that the USER Fees ALONE pay for the maintenance & all costs incurred by the WPCA. Those misunderstandings have wandered into the Town Charter, as well as some Town offices, causing confusion, hostility, and even levying constraints on the WPCA (such as mandating to submit our finances to the Board of Finance per the Town Charter, which means nothing and wastes time).

Going forward, I highly encourage you to attend the WPCA Commission meetings, call and talk with Shane, Julie – the WPCA services many large companies and well as small businesses and residents, besides supporting town properties. We are an important part of the community as we provide a valuable service.

Regards,
Janet D. Davis
WPCA Commission Member.
July 12, 2016