

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  
September 13, 2016

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

**ALSO PRESENT:** Superintendent Shane McCannon, Business Administrator Julie Nigro, Assistant Business Administrator Kira Kilosky, Attorney Michael Lanza

**CALL TO ORDER:** Chairman Bruce Remington called the Regular Monthly Meeting for September 13, 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, Roger Ives and John P Murphy arrived at 7:15 p.m. Ms. Nigro noted the absence of Kris Barthelmiss. Also present, Superintendent Shane McCannon, Assistant Business Administrator Kira Kilosky, and herself, Julie Nigro, Business Administrator; as well as Attorney Michael Lanza.

**APPROVAL OF MINUTES:** Wallace Rodger made a motion to approve the Public Hearing Minutes of August 9, 2016. Janet Davis seconded the motion; it passed unanimously. Charles Roumas made a motion to approve the Regular Meeting Minutes of August 9, 2016. Roger Ives seconded the motion; it passed unanimously.

**CITIZEN INPUT:** None

**CHANGES TO THE AGENDA:** Wallace Rodger moved to add to New Business Refunds for Two Homeowners. Janet Davis seconded the motion; it passed unanimously.

**TREASURER'S REPORT:** Wallace Rodger moved to disperse from the Administration Fund for Accounts Payable for 2015/2016 \$4,980.24. 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 for Accounts Payable for 2016/2017 \$86,822.78. Charles Roumas seconded the motion. Mr. Rodger went over the expenses over \$1,000. It passed unanimously. Wallace Rodger moved to disperse from the RCM fund for 2015/2016 \$9,312. Janet Davis seconded the motion. Mr. Rodger went over the expenses over \$1,000. It passed unanimously. Wallace Rodger moved to disperse from the RCM fund for 2016/2017 \$74,070.84. 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 \$57,860.03, for August payroll. Janet Davis seconded the motion; it passed unanimously.

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

**CHIEF OPERATOR'S REPORT:** Superintendent Shane McCannon reported as follows: Plant flow for August averaged 0.87 mgd. Of that flow, 0.270 mgd was from the Prison and 0.087 mgd was from HOOD.

BOD & TSS removal were both 99%.

Nitrogen – The plant averaged 12.5 lbs. /day for August and the limit is 45 lbs. /day.

**MISC.:** Shane McCannon stated that the WPCA received a Nitrogen Trading check, which totaled a little over \$11,000. That is the most the WPCA has received since the program began. The staff is using new ways to control that process, now we have a better discharge. We showed our appreciation to the staff by having a luncheon. A letter was given to the staff as well as the First Selectman to show the achievement.

**\*PLEASE SEE ATTACHED CHIEF OPERATOR'S REPORT\***

**BUSINESS ADMINISTRATOR'S REPORT:** Julie Nigro went over the July financials. Ms. Nigro provided two variance reports. One showing all actual expenses through the end of July versus

the budget, this variance report shows we are 88% unexpended versus 92% 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 96% unexpended versus 92% expected at the end of July. Ms. Nigro noted that she sent out Delinquent notices August 17. It was roughly \$142,000 or 12% delinquent for this billing year; this does not include Hood or the Prison. Julie Nigro stated she received a check from the Town, it was labeled Medical Insurance. This money represents double payment for health insurance from the WPCA. We are unclear how long this has been happening, but we will inquire further with the Town. Regarding the delinquent accounts, Kira Kilosky stated that we received a little more than 4.5% or just over \$1,350.

**CORRESPONDENCE:** None

**OLD BUSINESS:** a. Ongoing Capital Projects –

- Stony Brook Erosion Repairs – Shane McCannon stated that this project was delayed for a few months due to legal issues. Paul Dombrowski of Woodard and Curran spoke with the homeowner to have the land surveyed, which will be taking place within the next 10 business days. As far as legal action, the homeowner requested a few minor changes be made to the existing plans for corrective action; also the WPCA pays for their attorney's fees and secures a construction easement. Wallace Rodger made a motion to approve the WPCA paying for the homeowner's attorney's expenses, and then send a letter asking for reimbursement from Woodard and Curran. Janet Davis seconded the motion; it passed unanimously.
- Instrumentation/Control and Process Equipment Upgrade – Shane McCannon stated that we have received all the necessary equipment we've ordered. The instrumentation and control technician are waiting for the electricians to finish what they need to do. The SCADA system is between 75% and 85% complete.

b. Facilities Plan Application and Capital Projects Update – Status – Shane McCannon stated that he spoke with Yvonne from DEEP and tried to get the five core projects up to standard. Charles Roumas stated that he feels the most important items are the rate study, CCTV work, and the digital mapping. Mr. Roumas asked Mr. McCannon why the WPCA's interim plan is only focusing on certain pipes and/or areas. Shane McCannon explained that those pipes are older pipes that could have issues. Mr. McCannon stated that he is aware of certain areas that need monitoring and maintenance. Shane McCannon explained that the core projects that he wants to focus on will be put out to bid in the future, or broken down into smaller, grant eligible projects. Mr. McCannon stated that he would like to begin a rate study, which would cost between \$10,000 and \$15,000. He recommends we reach out to qualified consultants for pricing to create the rate study. Janet Davis stated that she would like at least two more quotes.

c. Dakota Partners/The Hamlet Homes – Nothing to report.

d. Discussion of New Hire – Hire Status – Shane McCannon stated that he, Julie Nigro, Jim Rusczyk, and Karin Ziemba of Human Resources conducted four interviews and selected one to become a new employee of the WPCA. That employee did pass all pre-employment tests including the background check. He would begin the first week of October. Wallace Rodger made a motion to hire Michael Koczera for the open Maintainer position. Janet Davis seconded the motion; it passed unanimously.

e. Approval of Draft Organizational Chart – Shane McCannon stated he made the Organizational Chart showing the chain of command and DEEP classification. Janet Davis suggested adding the date on the Organizational Chart. Janet Davis made a motion to approve the Organizational Chart with the date added. Wallace Rodger seconded the motion; it passed unanimously.

**NEW BUSINESS:** a. Capacity Letter – Mark O'Neill – Lot #3 Mach 1 on South Street (Map/Block/Lot 30-25-62-3) – Brewery – Shane McCannon stated that Hamlet Homes is planning to build a brewery at the Mach #1 site at the Industrial Park. At this time, we have not received any type of application yet, just an email which describes the project briefly and

potable water use and process used. Mr. McCannon responded to the email stating that based on the lack of information he would not be able to grant a Capacity Letter. Shane McCannon explained that beer presents a particularly high waste load, and a small amount of water with beer in it could bury this plant in terms of organic demand and capacity. It was determined during a meeting with Hamlet Homes and other Town departments that we should grant capacity for the stated amount as long as certain caveats are met. The first caveat is that they may connect at that volume as long as the discharge is in compliance with the Town's Sewer Use Ordinance. The second caveat is they will have capacity as long as the requirements are abided by. Lastly, the third caveat is payment of engineering and legal review balance, in the amount of nearly \$5,000, which was incurred by the other Hamlet Homes project. Before Hamlet Homes receives a Capacity Letter, their balance needs to be paid and all requirements met. Shane McCannon stated that before our next meeting in October we should receive a Planning Application. Wallace Rodger made a motion to issue a Capacity Letter to Mark O'Neill for brewery on Lot #3 at Mach 1, with caveats attached. Charles Roumas seconded the motion; it passed unanimously.

b. Loretta Zaczynski – Elderly Tax Relief on Sewer Benefit Assessment for New Connection at 112 Hill Street – Shane McCannon explained that Loretta Zaczynski's septic system had failed and the Health Department told her she had to hook into the public sewer system. Her sewer hook-up includes grinder pumps and is expected to cost her around \$10,000. Mr. McCannon asked the Commission, since Ms. Zaczynski's property is 1,000 feet from the sewer tie-in, her Connection fee is to be more than \$100, it would be around \$550; could the WPCA charge her the standard \$100 Connection fee and not add additional fees for more feet of pipe. Wallace Rodger made a motion to approve Loretta Zaczynski's Connection fee of \$100; if a person is eligible for the Elderly Tax Relief program they may pay \$100 for the permit fee. Charles Roumas seconded the motion; it passed unanimously. Julie Nigro stated that she already confirmed Ms. Zaczynski is eligible for the Elderly Tax Relief regarding her Sewer Benefit Assessment. This means only the Bond Interest will be charged until she passes or until the home is sold. Wallace Rodger made a motion that accepts Loretta Zaczynski into the Elderly Tax Relief program for her Sewer Benefit Assessment. Charles Roumas seconded the motion; it passed unanimously.

c. Purchasing Policy – Review/Update for Public Bid Threshold, Petty Cash, CT DAS Credit Cards – Charles Roumas asked what the goal is; is it to align with the Town or is it simply because prices are increasing. Shane McCannon stated that it is both. The purchasing policy amounts have not been updated in at least ten years. Right now we keep petty cash on site. Julie Nigro and Shane McCannon have State issued credit cards; Mr. McCannon recommended getting a third credit card for the Shift Supervisor and get rid of petty cash. Wallace Rodger made a motion to approve the proposed Purchasing Policy. Roger Ives seconded the motion; it passed unanimously.

d. Economic Development Event Invite – Shane McCannon sent an email with the invite to the Commission. Nothing to report.

e. Nitrogen Trading Credit Check – Discussed under the Superintendent's Report.

**APPLICATION REQUESTS - NEW:** a. Planning Application – 40 Canal Road – Shane McCannon stated that this is actually a Connection Permit, and no action is required.

b. Suffield Academy Planning Applications – Shane McCannon explained that we have not received the necessary information to approve the Planning Applications. Charles Roumas made a motion to deny without prejudice the Suffield Academy Planning Applications due to lack of information. Wallace Rodger seconded the motion; it passed unanimously.

c. Fiddlehead Farm (9 lot subdivision) – F&L Construction - Shane McCannon explained that we have not received the necessary information to approve the Planning Application. John P Murphy made a motion to deny without prejudice the Fiddlehead Farm Planning Application due to lack of information. Wallace Rodger seconded the motion; it passed unanimously.

d. Refunds to Two Homeowners – Julie Nigro stated that two homeowners made overpayments on their Sewer Use Fee, so the WPCA owes them a refund. One refund is in the amount of \$300, due to the home going from a two family to a single family home; the other refund is for \$100. Wallace Rodger made a motion to approve the refunds for the two homeowners that made overpayments on their Sewer Use Fee. Janet Davis seconded the motion; it passed unanimously.

e. Attorney Michel Lanza – Collections – Michael Lanza began by stating he feels our foreclosure policy of three years in arrears is too long and very generous. He asked when we get aggressively active to collecting debt. Julie Nigro stated that would be after three years of delinquency. Mr. Lanza stated that some Towns use a Marshall to deliver the foreclosure letters. Some people are in a hardship and we understand, but others just don't want to pay. Not collecting all user fees is detrimental to budgeting as well. Mr. Lanza recommends we reach out to customers before they get too far behind. Julie Nigro stated that perhaps we keep the foreclosure policy the same but we begin our actions sooner than the three years. Michael Lanza stated that we can begin collection actions before one year, if the WPCA wants. Mr. Lanza suggested having a Marshall sent for collections, which would be paid for by the homeowner/customer. Julie Nigro stated that we should update our collections policy, which is part of the foreclosure policy. Michael Lanza stated that he would like to set up a meeting with Julie Nigro and Kira Kilosky.

**ADJOURNMENT:** Wallace Rodger made a motion to adjourn the Regular Meeting of September 13, 2016 at 9:15 p.m. John P Murphy seconded the motion; it passed unanimously.

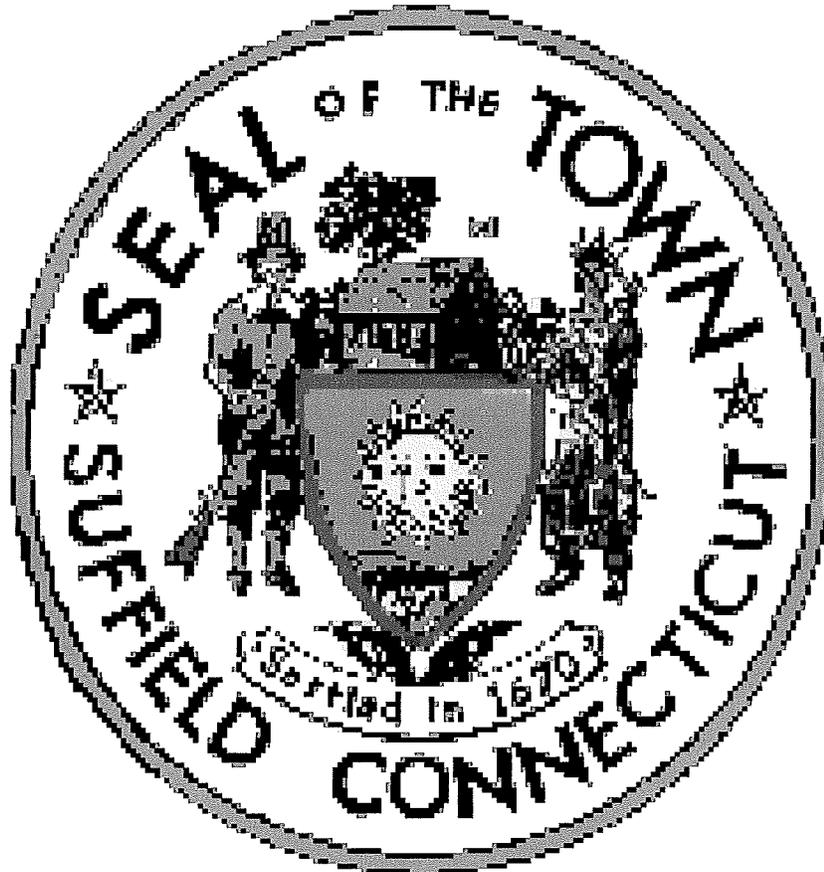
Respectfully submitted,



Kira Kilosky, Assistant Business Administrator

**TOWN OF SUFFIELD**

**WATER POLLUTION CONTROL AUTHORITY**



**MONTHLY REPORT – AUGUST, 2016**

## **Environmental Health and Safety/ Staff Energy awareness meeting**

There was a Safety Meeting on August 31, 2016. The following new issues were discussed:

- There were no near misses or other incidents to report. We also updated the OSHA 300 form to reflect that.
- Staff discussed two policies; Vehicle Use and Drug/Alcohol.
- Shane McCannon (Superintendent) acknowledged the safety efforts by staff during the small construction projects that are in progress. They included additional Personnel Protective Equipment (PPE) requirements for contractors and staff as well as making sure Hot work permits were issued when needed.
- The annual forklift inspection was completed in August
- The new employee, who has not started yet, will be trained as needed in various safety areas prior to doing jobs which may require additional safety training. He does have a strong safety background.

### **Old Business**

- The facility Hoists received their annual inspection. We did not discuss any corrective actions at this time but they are in progress.

### **Energy:**

The plant power graph is attached to this report. Again we experienced a large increase in power use in August which was caused by a heavy load from Hood. They have had high production rates so the amount of waste product they send us remained high which are typical for summer.

EIMCO, our aerator equipment vendor, will be on site for the week of September 19 to inspect our #1 and #2 Aerators for wear which may have caused decreased energy efficiency of the system. They also make a new type of mixing blade which would allow us to save as much as 10% more energy compared to a standard blade. Once we have our options clarified, we will move to address the issue. That plan will be more complicated than anything else we have done so far and will require additional engineering and a semi-complicated plan to coordinate.

The facility received its last lighting upgrade in 2013. It was a great move that helped us head in the right direction and had a very short return on investment. Since then, technology has made leaps in this area. LED bulbs, which are twice as efficient and last at least twice as long, can now adapt to most lighting fixture types. We decided that we will standardize LED bulbs in all fixtures but we will do it as they fail for the time being. Most of the explosion proof lights in the Headwork's building have been changed to LED already. Not only do they use.

Progress on our "phase one" energy conservation project is still ongoing and has gone slower than expected and desired due to reasonably uncontrollable circumstances. While it's not ideal, it allows us to absorb the details and make edits to the plan as needed. JK Muir, the Energy efficiency engineer, was on site this month to collect

field data to support our re-imburement application package but we also took the opportunity to look ahead at phase 2. Finally, we also found some pumps that were severely worn and wasting a lot of energy from an efficiency perspective and so we will re-build them and also submit that work as part of our application. Phase 2 may include:

- 1) Aerator overhaul, new motors, and new blades. We delayed this project in 2014 because it did not have an energy efficiency component or documented inspection to back it up. We are working on those things now.
- 2) Main Plant Heating/Cooling systems. We need to replace the Main plant boiler and are weighing the alternatives. Some replacement units are eligible and some are not. We also can submit for certain components that we did already.
- 3) Sludge tank mixing. We currently mix the Sludge holding tanks with 60HP blowers and we could do the job with 1/5 of that power or more.
- 4) Alternative Energy Projects

### **Staffing**

As a review, the WPCA advertised for a new “Maintainer” position. We received approximately 20 applications and ultimately selected four candidates to interview. An offer was made to one of the four candidates and we are waiting for the results of the offer at this time. All newly hired employees must also be thoroughly vetted prior to starting. The Human Resources (HR) department plays a very important role in the entire process and the new HR director, Karin Ziemba, was a big help to us from start to finish.

### **Technical Training and Certification**

The WPCA and Town are required to comply with DEEP’s “General Permit to eliminate Stormwater pollution associated with Industrial Activity”. Until June of this year, the DPW facilities director, Julie Oaks, added the WPCA to the DPW contract for these services at their cost. We thank her tremendously for her efforts in that area and others. The WPCA did not elect to continue use of a contractor to sample and analyze our storm water which leaves our facility from our single outfall and discharge to Stony Brook. Our staff treats and analyzes all of the same parameters that storm water requires on a daily basis, so we decided not to add to that burden for DPW this year. Instead, we will perform that task and others related to it moving forward. Shane McCannon had previous experience performing this process and trained the WPCA staff on the procedures required by DEEP.

All staff members attended training offered by CT DEEP for reporting sewage overflows to their new electronic reporting system. The training was held at DEEP Headquarters in Hartford.

### **Facility Tours**

There were no tours in August, 2016.

### **Septage Receiving**

The facility received 11,800 gallons of septage in August 2016. This is very low for August and probably due to our policy change. As a reminder we only changed the way we accounted for our septage and not the price. The initial result was expected.

The Prison Interceptor Pipe, which conveys all septage received to our headwork’s pretreatment system, is still partially plugged despite our best efforts to televise (CCTV) and cleans the line with our VAC-CON truck. Last month we reported that it would be bypassed, televised, and cleaned. This work will take place in September as scheduling allows. We had to wait for the new camera set up to finish and we had to ensure the truck was functional as well as our bypass pumping equipment.

Cox Business offers security monitoring systems. We purchased the service rather than investing approximately \$10,000 on a system we would own and have to maintain as well. The system will include 6 cameras (facility wide) and a server to house all of the video data. The septage site and entrance gate will be monitored and recorded 24/7 and was a major catalyst for the project.

### **Plant Operations**

There were no permit related incidents to report in August, 2016.

The monthly Discharge Monitoring report and Nutrient Analysis Reports are attached as well as the nitrogen discharge graph. We received over \$11,000 dollars this year which is outstanding for a facility this size. This was due to our commitment and dedication, but also due to the cost of each credit.

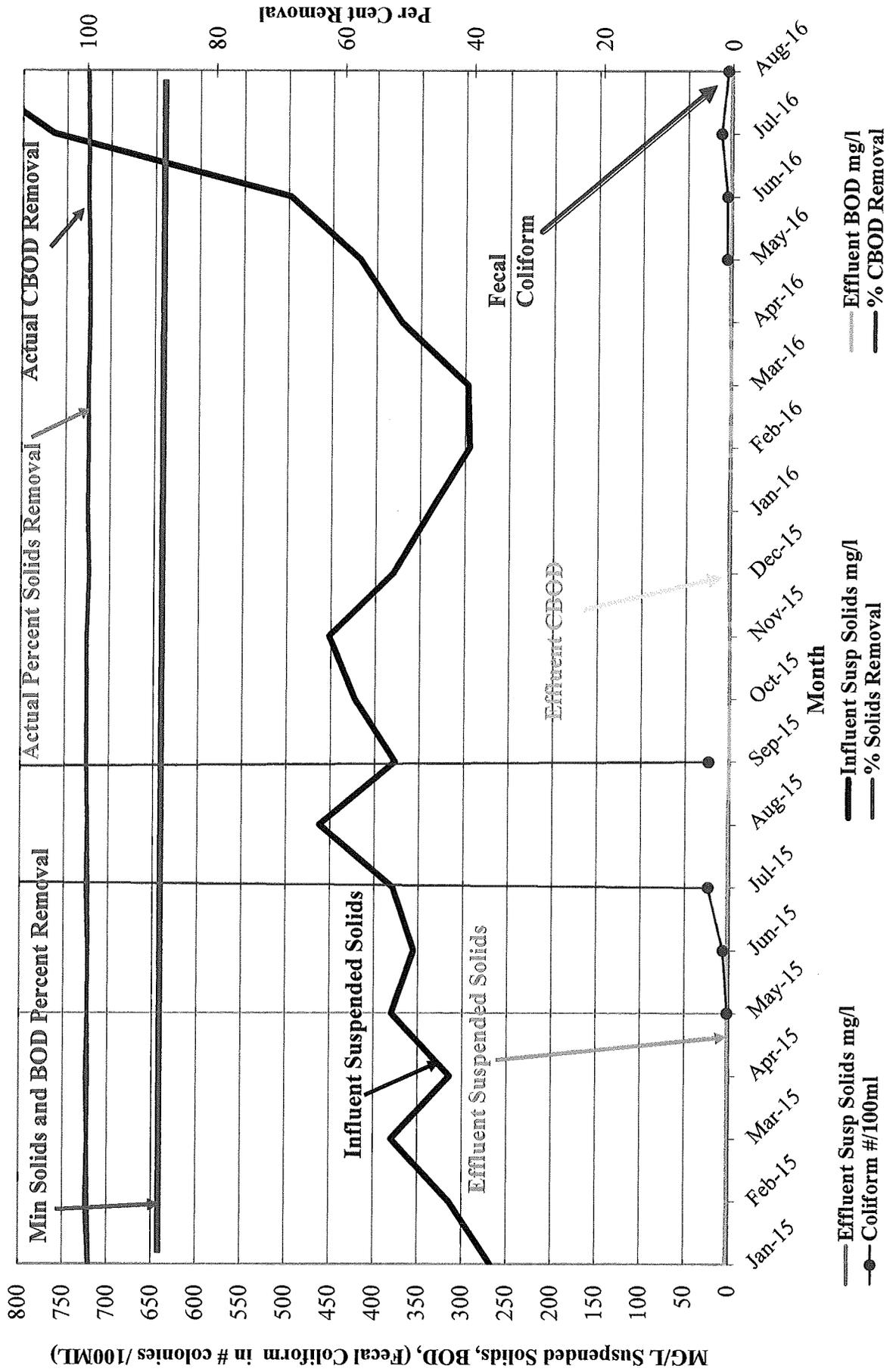
We removed 99% of both BOD and Suspended solids as usual. Seasonal disinfection of our plant effluent was excellent, with only 5 colonies/100ml of sample.

The average daily flow to the facility in June was 0.87 MGD, again.

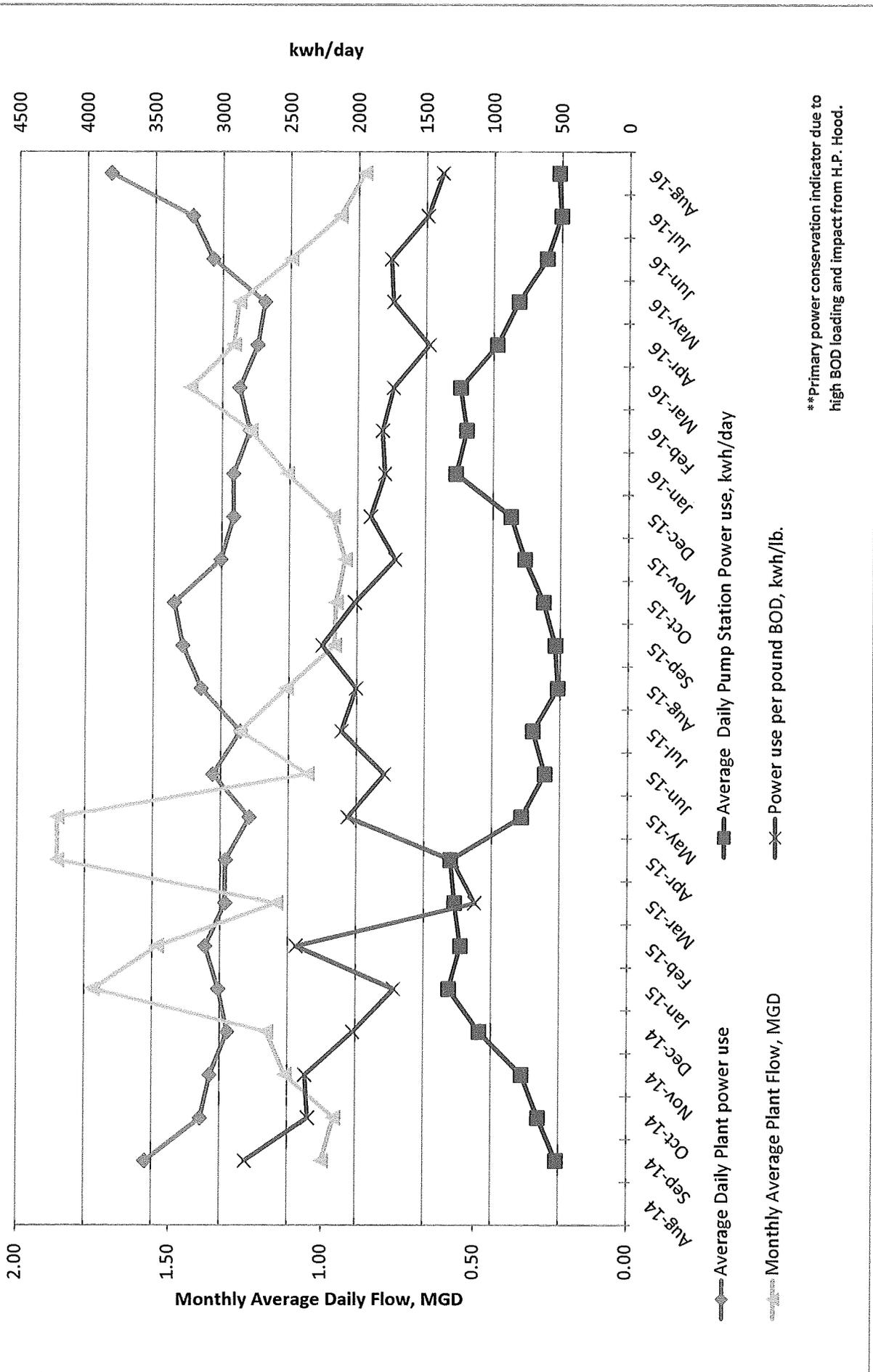
The average flow from Hood decreased to 86,393 gallons in August simply because they make less ice cream in the warmer months. Their BOD loading was 2,447 lbs. /day. They were 37% of the plants BOD load. They were 10% of the flow.

The Prison discharged an average flow of 0.270 MG.

## Town of Suffield WPCA Plant Performance Data



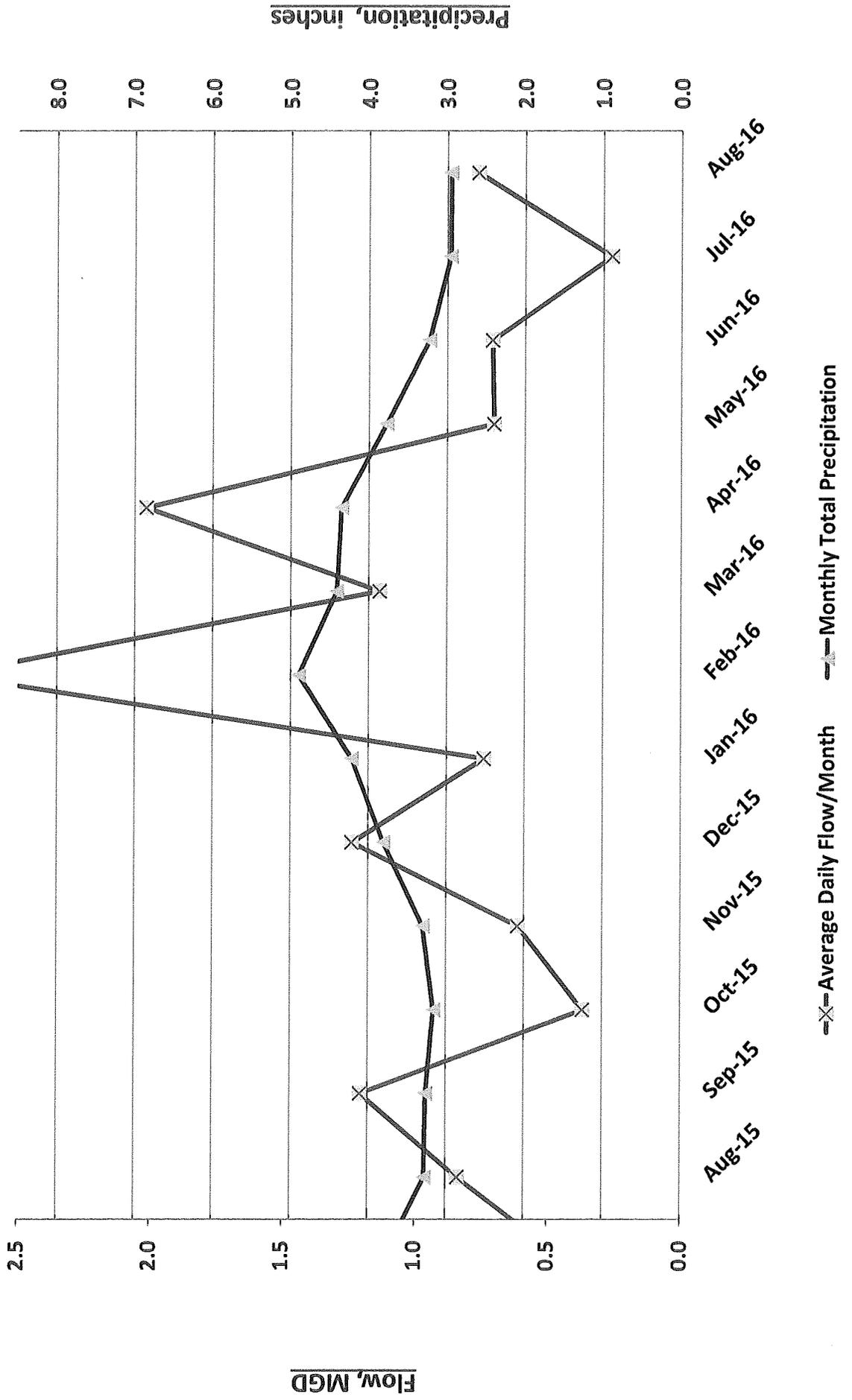
# SUFFIELD WPCA POWER USE



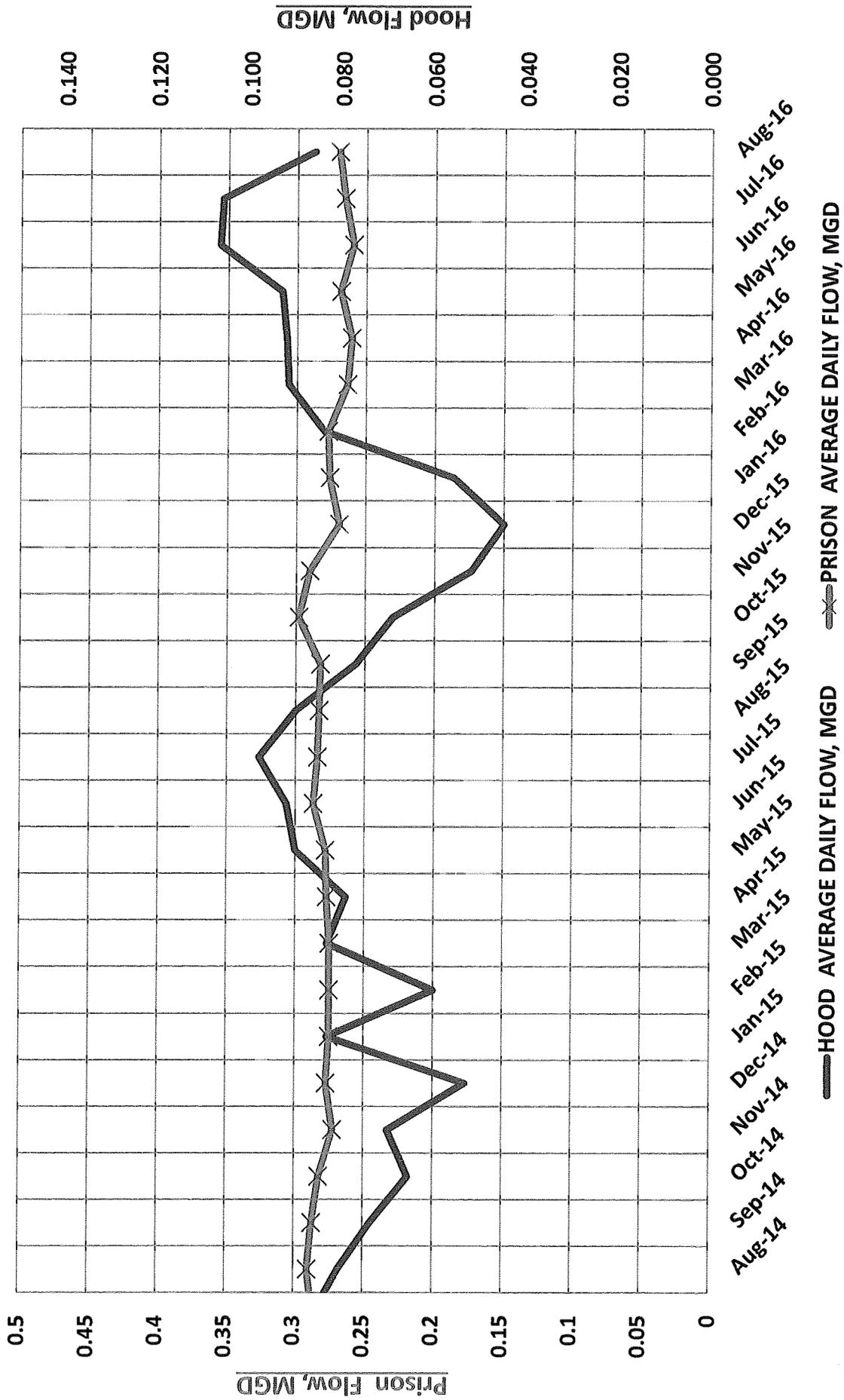
\*\*Primary power conservation indicator due to high BOD loading and impact from H.P. Hood.

# Suffield WPCA

## Average Monthly Flow vs. Precipitation



# Hood and Prison Average Monthly Flow



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

