

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  
January 12, 2016

**MEMBERS PRESENT:** Chairman Bruce Remington, Ann Huntington Mickelson, Wallace Rodger, Kris Barthelmess, Roger Ives, Janet Davis, John P Murphy

**ALSO PRESENT:** Chief Operator Shane McCannon, Business Administrator Julie Nigro, Assistant Business Administrator Kira Kilosky, Charlie Rinaldi, Lee Corbert, Tim Coon, Joey Jeremiah, Annie MacDonald, Mike Burns

**CALL TO ORDER:** Chairman Bruce Remington called the Regular Monthly Meeting for January 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 Ann Huntington Mickelson, Wallace Rodger, Kris Barthelmess, Roger Ives, Janet Davis, and John P Murphy. 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, Lee Corbert of CS Landscape, Tim Coon and Joey Jeremiah representing 4 Seasons Farm, Annie MacDonald union representative, and Mike Burns of Woodard and Curran.

**APPROVAL OF MINUTES:** Ann Huntington Mickelson made a motion to approve the Regular Meeting Minutes of December 8, 2015. Wallace Rodger seconded the motion; it passed unanimously.

**CITIZEN INPUT:** None

**CHANGES TO THE AGENDA:** Ann Huntington Mickelson made a motion to add an Executive Session to the agenda to discuss Personnel salary. Wallace Rodger seconded the motion; it passed unanimously.

**TREASURER'S REPORT:** Wallace Rodger moved to disperse from the Administration Fund for Accounts Payable \$78,771.54. Ann Huntington Mickelson seconded the motion. Mr. Rodger went over the expenses over \$1,000. It passed unanimously. Wallace Rodger moved to disperse from the RCM fund \$9,072.19. Ann Huntington Mickelson seconded the motion. Mr. Rodger went over the expenses over \$1,000. It passed unanimously. Wallace Rodger moved to disperse from the Administration Fund \$59,441.24, for December payroll. Ann Huntington Mickelson seconded the motion; it passed unanimously.

**COMMITTEE REPORTS:** ***Personnel Committee:*** Ann Huntington Mickelson stated there was nothing to report.

***Planning Committee:*** Shane McCannon stated there is nothing new to report.

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

Plant flow for December averaged 1.12 mgd. Of that flow, 0.270 mgd was from the Prison and 0.045 mgd was from HOOD.

BOD & TSS removal were both 99%.

Nitrogen – The plant averaged 28 lbs. /day for December and the limit is 45 lbs. /day. The total nitrogen concentration (TN) was 2.9 mg/L.

**MISC.:** Shane McCannon stated that our S-2 pickup truck has over 150,000 miles on it and it is in bad shape, it is rusting out. Mr. McCannon felt that the truck was unsafe so he decided to take it off the road. There is going to be some extra money in the budget this year, so he would like to price out a basic truck because we do need a pickup truck. Shane McCannon estimated it would likely cost between \$30,000 and \$35,000 for a new F-150 pickup truck, but he will get quotes for the next meeting.

Shane McCannon stated that when someone wants to connect to the sewer and they want to put an addition on their house with a bathroom and we charge them an assessment. Mr. McCannon feels we don't have a good method for determining what the assessment amount

should be because our policy doesn't clearly describe how to handle that situation. He also stated, on a single parcel, there should not be a second connection to the main unless it is a special circumstance. If someone builds a garage with a bathroom there shouldn't be an assessment because the total amount of occupants in the house is not increased. Assessment should be based on number of bedrooms or seats in a restaurant added. We will be looking at this when we revise our policies.

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

**BUSINESS ADMINISTRATOR'S REPORT:** Julie Nigro went over the November financials. Ms. Nigro provided two variance reports. One showing all actual expenses through the end of November versus the budget, this variance report shows we are 59% unexpended versus 58% 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 65% unexpended versus 58% expected at this time. Regarding the delinquent accounts, Kira Kilosky stated that we received a little over \$6,000, or 11.88%.

**CORRESPONDENCE:**

**OLD BUSINESS:** a. Low Pressure Sewer System/Sewer Connection Policy – New Hickory Street Planning Application – Charlie Rinaldi – Status Update, Review Developer's Agreement – Charlie Rinaldi stated that the Commission is to accept or deny the Developer's Agreement. Kris Barthelme stated he was expecting more of a general document to be used for anyone using a low pressure sewer system. Mr. Barthelme wondered, especially in regards to fees and payments, are these numbers standard for all agreements or are they based on a calculation; if so should there be more calculations in there. Shane McCannon stated that there are a couple references to fees; one is in regards to the bond amount, which is project specific; that value is determined between our engineers and also the contractor who's going to build the project and submitting numbers for our review for the cost to build the project. That number is the bond amount, so if there's any kind of default on the project we can build it. Second, is something that is in accordance with our policy, which is the assessment amount. The assessment amount is consistent with the most recently approved assessment policy. The third is the amount that is deposited into the account for escrow for inspections and other WPCA expenses, that is project specific as well. That is an estimate based on other similar projects, which includes expenses that are already incurred and future costs expected to be incurred. Also, Wallace Rodger mentioned Section 18; he felt that there should be a better understanding of who is responsible for what. Mr. Rodger stated that Section 18, Item B, 1-5 and 7, they are the homeowners responsibility and the other items are the developers; that should be made clear. Mr. Rodger would like to find a way to make sure any homeowner is informed of what they are responsible for. The developer should provide that information for the homeowner. Janet Davis agreed with Wallace Rodger and felt there should be "training" provided to the homeowner. Shane McCannon stated that everyone noticed Section 18, and that is because it is new. Mr. McCannon explained that the language is so specific because our policy doesn't currently cover all aspects/requirements for low pressure sewer systems. Most or all of those items in Section 18 will be adopted for our policy. Wanted to make sure this language was included in the Developer's Agreement so the developer was aware of all the things that need to be done. We are also going to make sure these items are in the deed for the home to make sure that it is transferred. Charlie Rinaldi wrote an affidavit that will be scanned onto the as-builts, but we're also to attach it to the deed. It will state it in the deed and reference the document that has all the requirements in there. Janet Davis mentioned a typo on page 6. Regarding page 7 part "e" Ms. Davis felt that Town should be changed to WPCA. That was agreed upon. Janet Davis mentioned on page 8, Section 9, part "a", felt that the inspector should report back to the WPCA's Superintendent/Chief Operator to authorize connections. That was also agreed upon. Ms. Davis noted that on page 8 under Maintenance Period, she felt that there should be talk of maintenance of the construction area. The contractor shall maintain, daily/weekly, clean ups of

the construction area. Shane McCannon explained that these items are addressed before construction begins, but it is a good idea to put it in the Developer's Agreement. Janet Davis mentioned page 13, sub 18 xviii regarding the "box", does that pertain to the homeowner, if so that should be clearly stated. Kris Barthelme suggested adding to the last sentence "and maintained by the homeowner." It was agreed upon. Charlie Rinaldi stated that his concern with the agreement is under the sewer benefit assessment. Mr. Rinaldi explained that there is an amount specified, which is fine, but he is worried about the open endedness of it. Mr. Rinaldi stated that if the assessment changes, he could end up having to pay extra. Right now the assessment is \$8,000, what if six months from now the WPCA raises the assessment to \$10,000; Mr. Rinaldi doesn't see it as fair. Mr. Rinaldi feels that whatever the cost of the benefit assessment rate is when he signs the Developer's Agreement, it should remain at that rate. Janet Davis stated that what if a parcel isn't sold or developed for ten years, the value is going to change, so the assessment is going to be different. Wallace Rodger stated that he understands Mr. Rinaldi's point, but agrees with Ms. Davis, if nothing is built for ten years, the assessment can be very different. Shane McCannon stated that looking at what the assessment amounts are around the region and where they go when they go change; it is not an extremely large amount. Mr. McCannon stated that regarding the Developer's Agreement, there are some changes to be made. Bruce Remington stated he would like it to be finalized. Ann Huntington Mickelson made a motion to approve the Developer's Agreement for Charlie Rinaldi with the changes that Janet Davis suggested, leaving Section 18 intact. Kris Barthelme seconded the motion; it passed unanimously.

b. Superintendent Position – There was discussion amongst the Commission members regarding how the Superintendent job description should be written. Kris Barthelme made a motion to approve the Superintendent job description with changes that were discussed. Ann Huntington Mickelson seconded the motion; it passed unanimously. Kris Barthelme stated that it has already been approved to advertise this position internally.

c. Disposal of Facility Assets – Julie Nigro read an email from the auditor regarding facility assets. The email stated "this is a decision you guys have to make. If you are still using an asset, then you should keep it on the books. If you are no longer using the asset, that is when you can write it off. When there is an abrupt decrease in fair value of the asset due to obsolescence, then it should be impaired."

**NEW BUSINESS:** a. Application Requests – New – None

b. C S Landscape – 2 Bennett Road – Lee Corbert – Lee Corbert stated that he is looking to develop the lot on Bennett Road and would like to discuss the Benefit Assessment. He felt the Commission needs to address the costs of the Benefit Assessment. Bruce Remington stated that our policy is \$1.95/sq. ft. for a commercial property. Mr. Corbert felt the Benefit Assessment is charged for the sewer infrastructure debt incurred, not for the value added to the property. Lee Corbert stated he is looking to put in a 3564 sq. ft. building; at a rate of \$1.95/sq. ft. the Benefit Assessment would be \$7,000. Mr. Corbert stated that other towns around Suffield have a flat rate fee and he does not understand why Suffield doesn't have a policy like that. Bruce Remington asked Mr. Corbert what he is suggesting. Mr. Corbert was suggesting a decrease to a more reasonable rate. As well as, the Commission should look at the rates to make it more reasonable for businesses looking to build in Suffield. Shane McCannon stated that he wanted to clarify that we can't adjust our rates to attract business; we have to adjust our rates to run this utility. Mr. Corbert stated that he does not understand how surrounding towns can be so much cheaper. Kris Barthelme explained that these towns establish their rates based on how their facility performs and how many people are on their system; these other towns most likely have more properties on their system. We look at our rates based on the clients we have and the cost of maintaining and servicing these clients. Ann Huntington Mickelson stated that there has been discussion with our consultants regarding reviewing and assessing our fees; it something that is going to be looked at. Julie Nigro read an email from Patrick MacMahon regarding lowering the

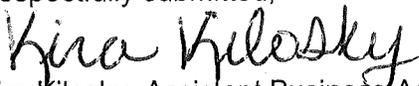
assessment rate. Kris Barthelmess suggested the Town reducing the cost of the property by \$8,000 to cover the assessment. It is not costing the Town anything to sell the property, but it costs the WPCA to run the sewer. Wallace Rodger stated that right now we need to stick with what we have. We will be looking at the fees in the future to determine if they should be adjusted or not. Kris Barthelmess made a motion to keep the Benefit Assessment in accordance with our policy at \$1.95/sq. ft. for CS Landscape at 2 Bennett Road. Wallace Rodger seconded the motion; the motion was approved with a 5-1 vote with Ann Huntington Mickelson opposed.

c. Capacity Letter – 4 Seasons Farm Greenhouse – Poole Road – J. R. Russo & Assoc. – Tim Coon stated that he is a professional engineer with J.R. Russo representing 4 Seasons Farm Greenhouse, joined by Joey Jeremiah who is one of the principals for 4 Seasons Farm Greenhouse. Mr. Coon stated that the site is located at 268 Poole Road. There are two parcels, only speaking of the front parcel, since that is the only parcel in the sewer service area. Tim Coon stated they are proposing a state of the art greenhouse for growing tomatoes hydroponically. The initial plan calls for an 11.4 acre greenhouse facility, with 40 employees. The majority of the area will be used for the tomatoes; there will be a few offices, an irrigation room, a boiler room, and a packing area. It is a recycled system, where it uses its own water. The flow rate will be approximately 1,000 gallons/day. Mr. Coon stated they are looking for a Capacity Letter. Mike Burns stated that the plan was reviewed and there is capacity available. Bruce Remington asked if the greenhouse would affect the sewer. Mr. Coon stated that it would not unless a bathroom is installed in the greenhouse. Kris Barthelmess made a motion to approve a Capacity Letter for 4 Seasons Farm Greenhouse on Poole Road. Ann Huntington Mickelson seconded the motion; it passed unanimously.

**EXECUTIVE SESSION:** Ann Huntington Mickelson made a motion to enter Executive Session to discuss Personnel salary at 9:28 p.m. Wallace Rodger seconded the motion; it passed unanimously. Only Commission members remained for the Executive Session. Ann Huntington Mickelson made a motion to exit Executive Session and re-enter Regular Meeting at 9:35 p.m. Wallace Rodger seconded the motion; it passed unanimously.

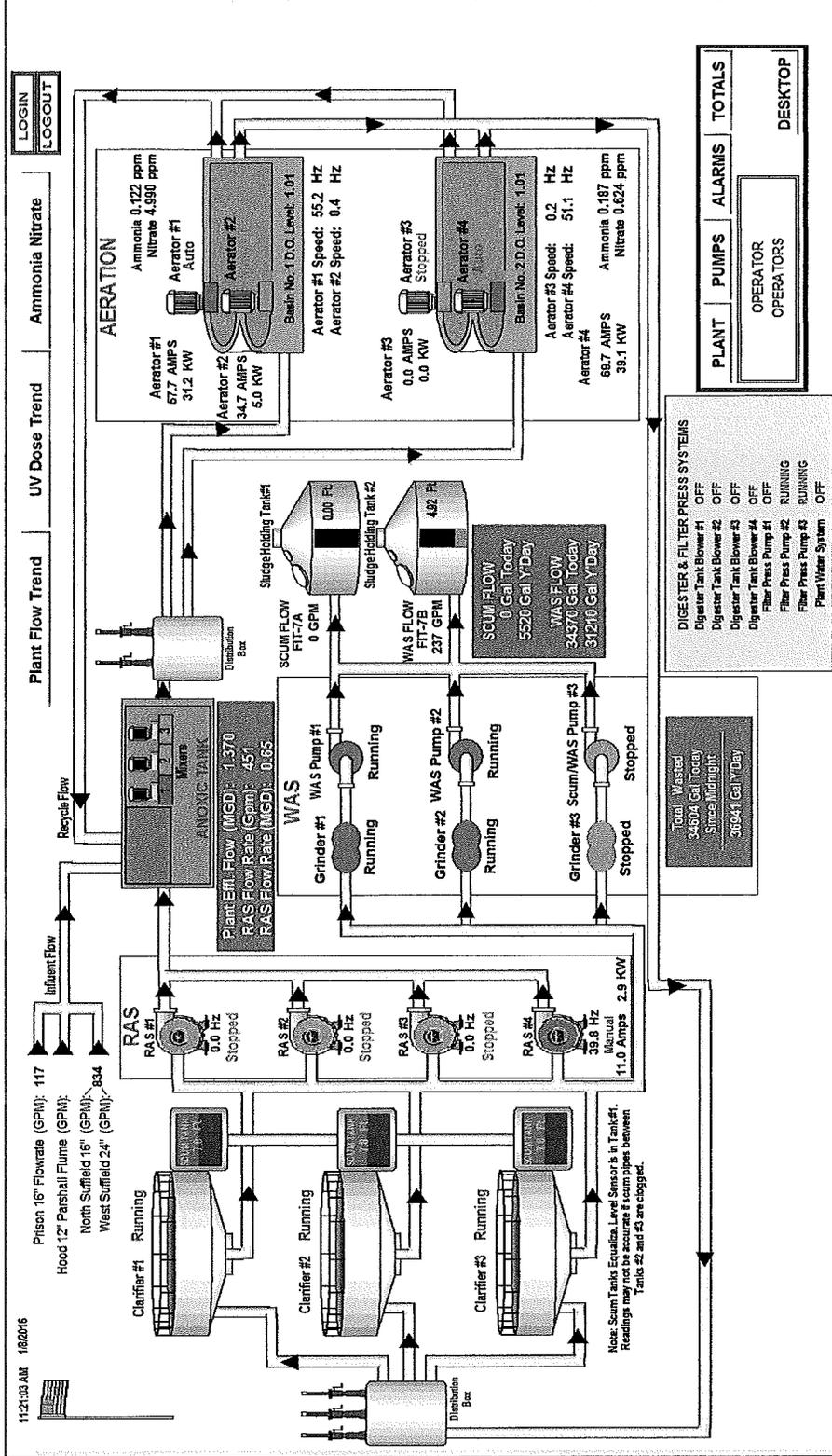
**ADJOURNMENT:** Ann Huntington Mickelson made a motion to adjourn the Regular Meeting of January 12, 2016 at 10:02 p.m. Kris Barthelmess seconded the motion; it passed unanimously.

Respectfully submitted,



Kira Kilosky, Assistant Business Administrator

# TOWN OF SUFFIELD WATER POLLUTION CONTROL AUTHORITY



## Monthly Report December, 2015

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), Stony Brook Interceptor Update, 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 was a safety meeting held on November 23, 2015. The following items were discussed:**

##### Safety:

There were no safety incidents or near misses to report in December, 2015.

Jamie Kreller completed monthly safety inspections.

There was no safety Meeting held in December, 2015. We plan to combine the December meeting with the January meeting, in early January.

##### Old Business:

Last month we reported the need to inspect the facilities ladders. Staff did not take action on that item yet, but we plan to start the project in January.

Dave Moriarty (Operator 2) painted and labeled the valves located next to each final clarifier. They were unsightly and not labeled. All pipes in the facility should be labeled and painted according to established piping color charts for the facility.

Jim Rusezyk (Shift Operator) and Dan Carney (Operator 2) will attend a course titled "Electrical System Awareness" offered by CIRMA on January 14, 2016.

S-2, the old Red Pick-up truck, was removed from normal service due to its age and condition. Staff is going to get pricing on a new truck in January for commission approval.

## Energy:

The electrical use graph is attached to this report. The graph now reports the facility and pump station electrical use in average kilowatt hours (kWh) per day. It previously reported the total kWh per month; however the billing period varies each month from 28 days to as many as 33 days, so the data can appear skewed due to uneven reporting period times. The graph shows that the plant electrical use continued its downward trend as it should in the winter, but this year we should see even lower use through the winter months than we have seen previously. We are pleased to report that a major energy conservation project was completed in December to assist with our energy goals. The 60 horsepower sludge storage tank blower now operates on a timer instead of a continuously running. The blower is only used for mixing the tank contents and we realized that the tank only needs to be mixed intermittently and only when the Filter Presses are running. This may save as much as 75% of the energy previously used for that function. In the future we may use a different type of equipment to mix the tank but that will depend on future plans.

Our electrical contractor, ECI, is working with our SCADA contractor, NIC systems, to implement the same energy savings measure for the belt filter press odor control fan. That project will be completed in January, 2016.

As reported last month, we purchased two new programmable thermostats for the Business Administrators office. They were installed in December.

**The Headwork's building heat remained off until January 1, 2016.** We decided to only heat the unmanned building when it is absolutely necessary. It has been seasonably warm lately so there was opportunity for savings there. We are also fortunate to have warm influent sewage flowing through the building which provided some heat for the building and half of the building is underground which keeps the basement area somewhat warm compared to outside temperatures. Some facilities take that a step further and circulate their treated plant effluent through heat exchanging coils to scavenge heat from the wastewater. Our goal is to only heat unmanned buildings to 50 - 55 degrees Fahrenheit (F) in the winter unless a process is temperature sensitive. Our treated plant effluent water is 75 degrees F in the summer and only as low as 50 degrees F in the winter.

As reported last month, the old combination heating/cooling units (PTAC) that are located in the Chief Operator's office, Operators office, and lunchroom, are failing, and one has failed already. They are over 25 years old. We are still waiting on the last of three competitive quotes before we proceed.

## Technical Training and Certification

As reported last month, Shane McCannon and Jamie Kreller will attend the NEWEA Annual conference in Boston in late January.

Jim Rusczyk and Jared Murphy will attend a course titled "Trenchless Technology" on February 11, 2016. The course will be held at the Springfield, MA, wastewater treatment facility. Trenchless technology involves all techniques and equipment used to repair or maintain underground pipes without digging them up. Two examples of that are pipe lining and closed circuit video of pipes from a robotic camera.

Jamie Kreller is currently enrolled in a course titled "Manage for Success" offered by the California State - University of Sacramento correspondence learning program. These courses offer a relatively self-paced curriculum and are good for employees that lead very active lifestyles because they can fit the courses into their free time.

### **Facility Tours**

There were no facility tours in December, 2015. Melissa Mack (First Selectman) will tour the facility in January, 2016.

### **Septage Receiving**

The facility received \$35,123 gallons of septage in December 2015. It was a lot of septage for a month that is typically snowy and cold. The warm weather encouraged septic haulers to keep busy while they had the opportunity.

### **Plant Operations**

There was no permit related issues to report in December, 2015.

The biological process control issues we reported last month subsided. They were caused by seasonal changes in the biology of the mixed liquor (Aeration tank contents) and more solids inventory than we typically carry. Most plants experience some kind of difficulty in biological treatment processes when the seasons change because the bacteria that eat the waste in the water are sensitive to temperature change.

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 2.9 mg/l and 28 lbs. for the month. Those values are well under the permit limit of 45lbs/day.

We removed 99% of both BOD and Suspended solids.

Dan Carney is still in the process of programming the new Hach WIMS software for operational statistics and other data.

The average flow to the facility in November was 1.12 MGD, with a peak hourly flow rate of 3.0 MGD. Our flows increased due to a late December rain event. The same rain even also increased our nitrogen discharge values because flow is a component of the calculation.

Hood BOD loading was 3349 lbs. /day. They were 41% of the plants BOD load. They were 4% of the flow.

The Prison discharged an average flow of 0.270 MGD in December.

### **Sludge Dewatering and Disposal**

The plant processed 991,450 gallons of waste sludge which generated 635,560 pounds of sludge cake transported to MDC. The average sludge cake concentration was 14%. It was lower than normal because of sludge quality issues.

Connecticut WPCA Superintendents often benefit from talking with each other and sharing knowledge about their facilities and experiences. In December, our Superintendent completed an analysis of Sludge Disposal pricing and distributed it to every superintendent on the email distribution list. The results were valuable. I will discuss them further after analyzing the data in comparison with our facility.

### Maintenance

There were several maintenance items completed in November.

- NIC systems continued with improving the SCADA and PLC network. A major fiber optic media converter failed just before the New Year holiday which left us without SCADA for 5 days. We learned some lessons from that failure and will make sure that weak point never fails again.
- Staff replaced several back up battery systems for the plant control panels.
- Staff completed the inventory all spares PLC parts
- The clarifiers were cleaned.
- A wide variety of inspections and preventive maintenance tasks were completed. A full list can be generated from our computerized maintenance program on request.
- Alternative Generator completed all of the annual maintenance of 20 Generators we own. It included the generator located at the plant. There were no major issues to report, but some deficiencies were found. We are still waiting on a report that details the findings and recommendations.

### Collection System and Pump Stations

Staff completed approximately 50 Call before you dig requests. Requests usually slowdown in December due to weather and pick up in March or April.

A Sanitary sewer overflow occurred in the Suffield Meadows condominium complex on December 23, 2015. It was reported to DEEP as required. The cause was roots and other material that had built up in the pipe located on landing circle. We scheduled a contractor to treat that pipe for roots as well as several other locations we found roots in the collection system. We will also CCTV the line the next time we schedule that contractor to be on site.

There was no sewer system jetting completed in December, 2015. We will resume jetting pipes as time allows.

Suffield Academy installed a new grease removal interceptor tank in August of 2015. They have been experiencing severe odors on the campus due problems with the tank, and we have been working with them to solve the issues. In January, they will install a new tank that is smaller and is consistent with the approved tank design which is identified in our Fats, Oils and Grease regulations.

The following connection permits were issued in December, 2015:

<b>Permit Number</b>	<b>Issued to:</b>	<b>Address:</b>
2015-0143	Blanchette Builders	34 Wisteria Lane
2015-0144	Greendale Village-Falkowski	Lot 4 9 Greendale
2015-0145	36 Douglas Street	37 Douglas Street