



City of Derby – WPCA
Joan Williamson Aldermanic Chambers
November 19, 2014
Minutes

John Saccu – Chairman
Richard Bartholomew
Carolyn Duhaime

Robert Miani
Beth M. Allaire

Roll Call: John Saccu – Chairman, Robert Miani, Richard Bartholomew, and Beth M. Allaire were all present. Lindsay King – Supervisor, Anthony DeSimone from Weston & Sampson and Marcia McGuire were also present. Carolyn Duhaime was absent. Elyse Callaghan as Recording Secretary.

Meeting began at 6:35pm

Public Portion

No comments from the public.

New Business

No update at this time

Old Business

No update at this time

Fire Sprinkler Floor Drain – 153 Sentinel Hill Road

Phillip Hawks Derby City Fire Marshal and inspected the floor drain at 153 Sentinel Hill Road. A garage bank that could be converted into the system which has three two thousand gallons total water tanks and has a large spray water pump for the sprinklers. Generally the only time this would be used is if there was a break in the tanks which is infrequent. Lindsay King recommends that there is an exemption in this quarter for this particular situation. Phil wanted to know if the floor drain could be connected to the sanitary sewer but it doesn't meet the code. John Saccu spoke to Lindsay King and there is not consistent flow, only incase for emergency, not going to be intact in the system. Lindsay King did also did an inspection, Lindsay had the company that will be handling 153 Sentinel Hill Road fill out an application and is awaiting the return of it. Once the application is received the WPCA Board will briefly go over and then vote at the next meeting.

Field House Bill

The Field House Sewer fees were discussed the tax board had come to the newest bill amount due. There were adjustments that were made and totaled from \$30,418.46 to \$13,332.85 from year 2003 – 2014. The irrigation usage was deducted which lead to a new bill amount for each year totaling to \$13,332.85. In regards to the billing they would have two new billings moving forward, we would have to read both meters to determine what is being billed. The water company provides one and we would read the sub meter then subtract the sub meter off the main regional water authority meter and then split that amount into two bills.

Motion by John Saccu to accept the rate of \$13,332.85 for payment for years 2003 – 2014 for the sewer use fees for the Field House. Second by Richard Bartholomew. All in favor.

Discussion about setting date for Public Hearing to change regulations for two billing cycle, and how to bill for units

Engagement letter from Michaud & Accavallo Woodbridge & Cusano LLC

Marcia McGuire and the accountants will be going over and reviewing the budgeting procedures of the WPCA and also recommend improvements, to review the WPCA operating cycle as it relates to cash receipts and distributing, to determine the monthly cash flow needs of the WPCA, to recommend alternate billing cycle fitting into the cash flow requirements of the WPCA that is not the same as the property tax cycle, to assist in preparation of an 18 month budget, to review the capital acquisition and replacement plan and its relation to the 18 month operating budget, and to review the cash management and procedures and make recommendations on improvements.

SSES Updates

That's what has be spent on the project \$300,000.00 waiting for the application to be signed by the state before able to move forward with request for payment. Looking to get back \$165,000.00 in our portion fee is \$135,000.00, Marcia has not submitted application until the state signs the application. This is in regards to the phase two in infiltration and flow, the building inspections, the manhole inspections etc. 55% was covered by the grant through the state of CT DEP. There is some paperwork was submitted that the state needed once it is signed off the amount of \$165,000.00 will be wired into the WPCA account. Lindsay is about 30% done with the testing project but due to low staffing and other projects that are also taking place will give an update in one month with the percentage of work completed.

Approve minutes for Public Hearing & Special Meeting September 3, 2014 and September 17, 2014 and October 15, 2014

Motion by John Saccu to accept the minutes from the Public Hearing & Special Meeting on September 3, 2014. Second by Beth M. Allaire. All in favor.

Motion by Richard Bartholomew to accept the minutes from the September 17, 2014 meeting. Second by John Saccu. All in favor.

Motion by Richard Bartholomew to accept the minutes from the October 15, 2014 meeting. Second by John Saccu. All in favor.

Approve expenditures for October 17, 2014 – November 14, 2014

Motion by John Saccu to approve the expenditures for October 17, 2014 through November 14, 2014. Second by Beth M. Allaire. All in favor.

Office Report

Marcia McGuire to report that the City is going with a payroll service ADP so an expense will be added that wasn't budgeted for previously. Thomas Thompson the Finance Director had mentioned that the amount due would be about \$2,000.00 but Marcia believes it will be around \$1,200.00. John Saccu would like to know how the total is determined. Because for this year there is a one-time charge of \$600.00 it will come to be \$1376.00 the following years will be \$12,876.00 for the City. 10 percent of the cost that the city is obligated to pay and there are 10 employees for WPCA. John Saccu and Tom Thompson will be going over ways to have different accounts set up for each project and keeping costs controlled by each line item for each project we do have a consultant that helps us with the bond process. Will be speaking to the corporate counsel regarding property purchased. Hopefully by next month there will be a report with more detail on that.

Superintendent Report

Collection System - 5 Mason Street had a small amount of sewage overflow from a roof leader downspout where it entered the ground. The plumbing in the house was working and there was no identifiable connection between the downspout and the sanitary. A dye test was done on the downspout but did not show up in the storm system or sewer. Toilets were dye tested and dye showed up in the sanitary main. We recommended the property owner plug pipe going into the ground and redirected the rainwater onto the lawn. 5 Academy Hill Road is having issues with their lateral. The pipe is connected to another homeowners lateral on Derby Ave and the common section of the pipe is backing up from tree roots. While our current regulations state two laterals cannot be connected together this was not the case when the house was built and is grandfathered in. it is up to the two homeowners to resolve any problems with the shared pipe. A back up occurred at 160 Emmett Ave from blockage in the City Main. The blockage was cleared with the Vactor Truck and a cleaning service was called to clean the backup.

Waste – Water Treatment Plant (October)

Average flow = .90 million gallons per day, total flow 28 million gallons per day. Aeration Tank #3 has been drained for the second set of mixers to be installed and new diffuser membranes installed. Tank #2 is online and the new mixers are mixing extremely well. The plant is suffering from a number of operational hiccups from only having one aeration tank online. Nitrogen numbers are higher than normal and effluent quality slightly worse but normal operations should resume when both tanks are online.

Maintenance Problems – The cross screw conveyor on the belt press failed. This part of the machine is used to transport the finished cake solids from the belt press to the dumpster just outside the building. Replacement parts were ordered but it will take 4 – 6 weeks for delivery and installation. In order to run the belt press in the interim a backhoe loader was rented as a temporary solution. This process involves shutting the machine down every 15 minutes while the backhoe is driven to the dumpster and emptied. The service water pumps failed twice this month. First time was a leak in the seal water piping from a rotted fitting and the second was the sump pump in the building it could not keep up with the flow and

nearly flooded the pumps. We currently have an application under review with UI as part of Connecticut Energy Efficiency Fund (CEEF) and hope to receive an incentive for replacing the system.

A dissolved oxygen controller on the Aeration tanks failed. This instrument is used to maintain a constant oxygen level in the tanks for the bacteria. Aaron Associates was called to help resolve the problem and identified an unusual channel on the instrument to avoid replacing it.

Engineers Report

Anthony DeSimone from Weston & Sampson went over the road bond and the paving of Derby Milford road. Lindsay King and Anthony DeSimone will be going to the Orange WPCA Board Meeting asking them if they have any plans to sewer their half of Derby Milford road if not Derby WPCA Facility will put in a low pressure sewer in so everyone will have their own pump ups if orange is looking to sewer their side of town a gravity sewer in and that the time people start connecting you'll build a pump station. The sewer line that is there now only services about a half a dozen Derby residents. If Orange says they are also going to tie in with Derby we will run a gravity sewer to the end of the brook put a pump station there for the future like Patty Ann Terrace same size as Patty Ann Terr. and it will pump up through the line on Derby Milford road. There is no sewer line right now. John Saccu asked where we would get the budget to put a sewer line in on that road. Anthony replies that Lindsay has a sewer line item in the budget that we could deduct this amount out of. The main question is if Orange will sewer their side of Orange because if Orange sewers that side of Orange you'll probably get somewhere to 400 more users. If Orange agrees to sewer their part of town then there is a gravity line on Derby Milford Road or if there is a pump station instead we will put that station in and they will pay for half of that project.

Transfers

Motion by John Saccu to transfer \$5,024.00 from account 6200 400 0431 plant maintenance to account 6200 480 0488 anoxic mixtures. Second by Richard Bartholomew. All in favor.

Motion by John Saccu to adjourn the meeting at 7:50pm. Second by Richard Bartholomew. All in favor.

Respectfully Submitted,
Elyse Callaghan