

**TOWN OF TOLLAND, CONNECTICUT
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES OF JANUARY 18, 2011**

Members Present: John Konrad, Chair
Jim Williams, Secretary
Perne Maynard
Bruce Allen
Michael Longenbaker, Alternate
Matthew Rood, Alternate

Members Absent Todd Rolland, Vice Chair

Others Present: Jennifer Usher, PE, Town Engineer & Public Works Administrator
Jason Hofmann, Water Planet
Kurt Mailman, Fuss & O'Neill
Steve Tompkins, resident

1. **Call to Order:** John Konrad, Chair called the meeting to order at 6:05p.m. in Council Chambers. He seated Mike Longenbaker for Todd Rolland.

2. **Public Comment:** None.

3. **15 Old Post Road – Proposed Development & Associated Requirements:** Jennifer Usher introduced Steve Tompkins, owner of the property at 15 Old Post Road that the town is considering for an elderly housing development. She said Mr. Tompkins is interested in building a development on the portion of the property he would be keeping and the original sewer request was for 40 bedrooms. Now after further study, Mr. Tompkins would like to have the ability to go upwards of about 55 bedrooms. The conceptual design calls for a low pressure system for Mr. Tompkins development, with the elderly housing project on a separate line. She said he is entertaining doing a cluster development, but the design is no where near final and the PZC would have a great deal of input on the design criteria and approve the project.

Kurt Mailman said there were funding issues with having the HUD project and the private development on the same system. He said due to topography and undulating soils, they could not use the same pump station.

After a brief discussion, there was a consensus amongst the WPCA members to agree to the concept of 55 bedrooms for Mr. Tompkins future development.

4. **Old Post Road Inspection & Report – Status Update:** Jason Hofmann distributed Report #35. Jason Hofmann said the meter was installed in the first manhole at the top of the hill on Old Post Road for the first two weeks, and the readings showed little hydrogen sulfide findings. He said Siemens Technologies then reinstalled the meter in the drop manhole, where they found extremely large readings of hydrogen sulfide. He noted that there was a full seven days where one of the two Bioxide pumps was not pumping so only half a dosage was going in, and this shows what happens when the Bioxide is not being pumped. He said this is what Roger Lentocho of 504 Old Post Road was

smelling. He said there are no alarms on the system to tell them the pump is not pumping, adding that an alarm system should be installed.

Jason Hofmann said right now while they are waiting for the other pump to be serviced, the one remaining pump is running 24/7. He said the cost is about \$1,500 each to have the pumps serviced. He said right now they are flowing about 100 gallons of Bioxide a week, which Jennifer Usher said runs the Town about \$150 to \$200 a week in costs.

John Konrad said he recalled the Town of Vernon was trying to discourage the use of Bioxide. Kurt Mailman said he does not believe it is a great concern as Bioxide does not have an egregious negative impact on the downstream system. He said Vernon uses it in its own system for odor control. Jennifer Usher said Vernon is asking those that discharge into their system to phase it out. Jason Hofmann said if Vernon goes to a different chemical, such as hydrogen peroxide, then Tolland would follow their lead.

Jason Hofmann said the plan is for Siemens to send someone from their New Jersey facility to repair and replace the pumps and to look at the alarm system and put together a proposal. Kurt Mailman noted that it is not a failsafe to say that you will not get high hydrogen sulfide levels by doing this as the alarm is based on malfunction. However, Jason Hofmann said the Siemens representative will at the same time evaluate a flow meter as part of the alarm system. He said if the price to do the work is below \$1,500, Water Planet will not require a purchase order as they could take the cost out of their maintenance budget.

Mike Longenbaker asked if there is an option available where the whole line could be sealed. Jennifer Usher said a vendor has a new product for a closed system that can deal with odor issues that might be looked into. She said she feels they still need to seal the manholes to help with odor control. Jason Hofmann said they tried to silicone one but it is difficult to find something that works in cold temperatures. He has been doing some research and has found something that may work. He said they have ordered two locking manhole covers. They are special order items, but when they come in, they will try the new silicone with one of the locking covers at the top of the hill on Old Post Road.

Jennifer Usher said the costs for chemicals run about \$7,500 a year and asked if there might be a less expensive option. Kurt Mailman said he is not sure that hydrogen peroxide is less expensive. Jennifer Usher asked about doing a closed system as was discussed in Matt Jermaine's report. Kurt Mailman said this just moves the odor downstream, but does not eliminate it. Jennifer Usher said it would help to send Roger Lentocho the minutes of the meeting, explaining their findings and what they plan to do.

Jason Hofmann said they had one alarm last week during the big snowstorm, but it was only related to a power loss, and the generators kicked on later, so there was no issue. He said the grease situation has remained about the same as last reported.

5. **Gerber Pump Station Upgrades – Proposal Status:** Jason Hofmann said he is still waiting on a price from United Concrete. They are the only vendor in the area that does this type of work so they are very busy. They have a concrete price, but still need to provide an electrician's price.
6. **Old Post Road Pump Station – Vent Screen & Lighting:** Jennifer Usher said this item is no longer the purview of the WPCA. She has been working with the Energy Task Force and Town staff on this.

7. **Grease Interceptors:** Jennifer Usher said the inspections have been done and the subject of the February workshop will be the FOG ordinance. She said she is attending a workshop on Thursday at the Department of Environmental Protection on FOG requirements. She said that might give them more guidelines on what they can and cannot do when it comes to their customers. She said it is clear something is happening at Meetinghouse Commons with the grease interceptors, but they need to get a handle on what their rights are as a Town to require corrections. Kurt Mailman said if the grease interceptors are discharging more than 100 milligrams per liter, then they have the power within their current regulations to force compliance. Jennifer Usher said she would like to get a better handle on FOG requirements, getting better educated so she can better talk with the owners and customers about what needs to be done.

Kurt Mailman said some towns, such as Deep River, Chester, and possibly Ansonia, allow owners to take a loan from the town with an interest rate to make improvements. In this way, both entities benefit. Jason Hofmann said if they tell a business they have to replace their grease holding tank, what do they tell them to replace it with? He asked if the WPCA should adopt certain designs into their regulations. Kurt Mailman said they would need to direct businesses to comply with the DEP's permit program.

The WPCA discussed the two grease interceptors at Meetinghouse Commons. Jason Hofmann said there are two systems, one behind the bar and one behind the Chinese restaurant. Bruce Allen asked who the customer is—the property owner or the tenants? Jennifer Usher said that according to the Town attorney, it is whoever they are sending their bill to. She said she is not sure how Meetinghouse Commons is set up and she will need to look into that. She said they do not need to concern themselves with the lease agreements the tenants have with the property owner as that is separate. Jason Hofmann said Meetinghouse Commons was just pumped out, but the pumper could not clean the tanks as they could not even get a hose into one of them.

John Konrad said they need to be physically present to observe the operation when Tolland Pizza has their tank pumped out. He said the business owner, Ed, has been cooperative.

8. **Phase II Facilities Plan – Status Update:** Kurt Mailman outlined the tasks involved in the revision. He said his firm will create a Tier 4 management category which will include all the requirements in Tier 3 plus additional sampling. They will modify the results matrix to add Tier 4. They will change the Implementation Plan and modify the Matrix, and they will update the various sections of the report to run Tier 4 information through.

He said he would expect to have one meeting to present the information, plus a possible workshop and a second meeting to finalize. He said there would be a credit for the meeting he attended to talk about programmatic issues.

The reproduction of documents would be \$200 each, which with four sets would come to \$800. This would include one .pdf file on a CD or DVD, chaptered and searchable. The total for this revision would be \$6,100.

Jennifer Usher said going forward the signatory for changes would be either herself or John Konrad. Kurt Mailman said he needs the WPCA to define what type of sampling would be required in the Tier 4 testing—such as where to sample, what to sample for, identifying local surface water bodies to be tested, and the wells to be tested. John Konrad said he thought they were going to go for a broad definition and then get some direction from the DEP. Kurt Mailman suggested they not make the wording too broad, or the DEP will kick back the report resulting in added expenses to the town for Fuss & O'Neill to do additional revisions.

Jennifer Usher asked Kurt Mailman what he thought might be suitable language to satisfy the DEP. Kurt Mailman said they might entertain some tangible requirements such as calling for sampling 5 percent of the wells in Tier 4 areas, sample surface waters at “X,Y, and Z” locations and providing a map indicating where those locations are. He said specific testing could be for ecoli. He said they should also propose a schedule for testing, such as annually or quarterly. He also suggested if they have an existing groundwater well in any of the Tier 4 areas, they should choose them for testing and name them in the report.

Jennifer Usher said there is a concern that they may be in danger of losing their Clean Water Funding, so time is of the essence in getting this report submitted. She suggested that Kurt Mailman provide the general basis of language for the report and email it to the WPCA members for input. Jennifer Usher said she will compile their comments and report back to Kurt Mailman. Kurt Mailman suggested that considering the time factor, rather than waiting until next month, they should have another workshop in two weeks. He and Matt Jermaine would collaborate and come prepared with a plan that could be reviewed and tweaked so they can be ready to submit the report at their next regular meeting. He said for the proposal, they would use their on-call rate to minimize costs. There was consensus to go with this route and members agreed to get back to Jennifer Usher about their availability for a February 3 workshop date.

John Konrad asked members for their input on the wording of a suggested Letter of Intent that he thought should be sent to the DEP to explain their delay in getting the report out. Perne Maynard said he read the letter, but would prefer it were kept more brief, just stating in a few sentences the change in course they decided upon.

9. Assessments, Design Flows, Impact & Connection Fee Investigation – Status Update: Kurt Mailman reviewed the analysis he did on other communities with regard to connection fees. He said the Connecticut statutes allow communities to charge three types of fees only:
- Assessment charges, which are benefit assessments to each property and basically the project cost divided by the number of users. The assessment fee cannot be greater than the specific benefit added to the property to use the sewers.
 - User charges, which are the operation and maintenance of the system. These are set on an annual basis and can't be used outside of capital and O&M costs.
 - Connection charges, which are the most loosely defined of the three charges. These can include an application fee, inspection services, and can also bolster a sinking fund for capital expenditures. Connection fees can range widely from as little as \$25 to as much as \$8,000 per unit.

Kurt Mailman said the connection fee can be very subjective and when setting it, one has to determine how it will sit with the users and what the goal is in setting the fee.

Jennifer Usher said Tolland currently charges approximately \$750 for residential customers, which is simply what Vernon charges them. The Town collects the money and pays it directly to Vernon. She said the commercial connection charge is based on square footage and varies. She said they also charge a permit fee of \$100 which covers administrative costs and for her to go out and inspect.

The WPCA discussed supplemental assessment fees and impact fees which are based on flow estimation and address intended development. Kurt Mailman said an impact fee is really part of a connection charge and would fall into that category. Jennifer Usher said there is an incorrect perception with some developers that their assessments are in some way an allotment of gallonage, and that perception needs to be corrected. They need to undo the idea that anyone can own gallonage.

Mike Longenbaker noted that high connection fees can squelch development, but you also need those fees to fund capital improvements and a sinking fund. If they did not have the higher fees then the Town would need to kick in to make up what is needed. Jim Williams said their problem is that they need to collect enough fees to maintain their system, but right now they don't have enough customers to spread the cost out.

Jennifer Usher said she would like to see the Town adopt an impact fee schedule to be attached to the regulations and modified from time to time.

Kurt Mailman said that assessment fees are generally levied after a project is completed when you have the total costs. He said the sum total cannot be greater than the cost of the project, and noted that if you borrow money for the project, deferred assessments don't have to be paid if the note has been paid off. He suggested they might want to consider charging a connection fee that includes the \$750 Vernon charge, plus the \$100 application fee, plus an impact fee. Jennifer Usher suggested they separate Vernon's fees from their charges, requiring customers to write a separate check directly to the Town of Vernon for what they charge. Kurt Mailman suggested they provide a letter to customers that outlines the various fees they would be responsible for.

Jennifer Usher said they need to find a happy medium on costs for the connection fee—a schedule of fees that would be acceptable to the WPCA, to users and proposed developers, and to the residential community. She said she feels it is feasible to add the \$100 to individual residential customers on top of Vernon's costs. Her concern is more about what they should charge developers. Kurt Mailman said he will try to come up with a program and schedule that makes sense based on their engineering judgment that will cover costs while not restricting development.

John Konrad suggested Commission members familiarize themselves with the regulations, particularly Section 164-21, A and D.

10. **User Fees for Commercial Customers with Private Wells:** Jennifer Usher said she has not heard back from Pat's Power Equipment. She said they have delineated from their customer list who is a Connecticut Water customer, who is a Tolland Water customer, and then the remainder of the list is on well water. She said she hopes to have more information at the next meeting.
11. **Finance & Budget:** John Konrad asked that Jennifer Usher have Laura Schwabe in Accounting email them the budget a week prior to their meetings. There was one item on the report that Jennifer Usher said she believes should be charged to the Reserve Fund, which would take them out of the red. She will double check this item. The 5-year capital budget plan will be discussed in the Thursday workshop.
12. **Other WPCA Business – Status Review & Updates:** These items will remain on the list to keep the Commissioners aware of item that need addressing.
13. **Approval of Minutes:** Jim Williams/Perne Maynard motion to accept the minutes of the December 21, 2010 Regular Meeting. Motion was unanimously approved.
14. **Topics for Next Agenda:** John Konrad noted he will not be here for this meeting. The regular topics will continue to be discussed.

15. **Adjournment**: Jim Williams/Bruce Allen motion to adjourn the meeting and pay the clerk at 8:40p.m.
Motion was unanimously approved.

Respectfully submitted,

Annie Gentile
Clerk