

**TOWN OF TOLLAND, CONNECTICUT  
WATER POLLUTION CONTROL AUTHORITY  
REGULAR MEETING MINUTES OF NOVEMBER 16, 2010**

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

**Others Present:** Jennifer Usher, PE, Town Engineer & Public Works Administrator  
Jason Hofmann, Water Planet  
Kurt Mailman, Fuss & O'Neill  
Christine Hutton, Finance Director  
Roger Lentocha, Tolland resident  
Maureen Brown, Tolland resident

1. **Call to Order:** John Konrad called the meeting to order at 7:00 P.M. in Council Chambers. Note: Some items in this agenda were taken out of order for the convenience of attendees, and I have listed the items in the order in which they were discussed.
2. **Public Comment:** None
3. **Public Hearing:** None
4. **Action on Public Hearing:** None
5. **95 Hartford Turnpike, Richard Lee:** Item removed from agenda.
6. **Operator Report, Jason Hofmann, Water Planet:** Jason Hofmann distributed Report #34. He said the block heater at the Old Post Road pump station stopped working on October 19 and he contacted the Town Highway Department. They had a replacement on the shelf and replaced it immediately. He said Ackert Electric installed the ventilation system and steel guard at Tolland High School. Jennifer Usher asked how much this bill was for, but Jason Hofmann said Ackert has not yet issued them a bill. Additionally, on October 28<sup>th</sup> United Concrete completed the installation of the backup floats at the Old Post Road pump station. The initial quote was for \$6,540 but it ran a little over to \$6,932.40.

Jason Hofmann said that on October 12, they hung the meter from the manhole near 504 Old Post Road. The meter was set to take 4,036 readings, one every 30 seconds for two weeks. He said he will forward this data to Fuss & O'Neill as well as the data for the following weeks from the meter in the drop manhole. He said he has not yet heard back from Don King of Siemens Technologies about the meter readings; however the average reading from the first manhole was .39ppm, with the highest reading at 7.8ppm. Kurt Mailman of Fuss &

O'Neill reviewed Figure 1-1, a chart showing the meter readings. He said nothing on the chart shows him there is an egregious problem with hydrogen sulfide. He said the readings are not in the noxious range where it could have a negative impact on human health. However, the readings could indicate a nuisance odor. From the readings, Kurt Mailman said he felt the odor is probably not from hydrogen sulfide, but rather from a grease generated odor. Jason Hofmann said when he gets the readings from the drop manhole for the last three weeks, he will forward that to Kurt Mailman in Excel spreadsheets, and he can make recommendations from there. From the readings, Jason Hofmann said it appears that sufficient Bioxide is being added to the system.

Jason Hofmann said the pumps have been installed and the grinders removed at the high school. He recommended storing the old pumps as a backup. There was consensus from the Board to keep the old pumps. Kurt Mailman recommended noting on the mylars that the pumps were changed out and when. He said he believes Clem Langlois has a complete set of drawings, although he is not certain. Jim Williams suggested that Kurt Mailman send Jennifer Usher a complete .pdf set and asked that Kurt Mailman send him a set as well. The Board discussed having the pumps stored at the highway garage and John Konrad said he will talk to Clem Langlois about this.

Jason Hofmann said they now need to do the backup floats and check valves at the Gateway pump station as was done at the Old Post Road station. He will forward a price when he receives it.

7. **Route 195 Sewer Extension Project – Status Update:** Kurt Mailman said the paving has not been going as quickly as they had hoped. It was expected to take 2 weeks and looks like it will run about 5-1/2 weeks. The contractor did not sub out the job, although they will likely do it for the mill and overlay portion of the paving. Kurt Mailman said he is going to write a letter to start assessing liquidated damages. John Konrad asked for an explanation of liquidated damages. Kurt Mailman said the contractor originally asked for a no-cost change order for the needed time extension, which was granted, but now that extended time period has expired. He explained that the Town is incurring costs for Fuss & O'Neill's personnel time as well as for policing costs for traffic control. Kurt Mailman said they will not be granting another no-cost extension.

Jennifer Usher noted also that the town has received some complaints from area business owners who claim to be losing business because prospective customers are taking different routes instead of Route 195 to avoid traffic slowdowns. She also asked if the contractor will be taking down the silt fencing by the end of the year. Kurt Mailman said it can be taken down and he will advise the contractor. Jennifer Usher also asked about the stockpile of dirt at the staging location and if they are not using it next spring if that can also be taken away. Kurt Mailman said he will inquire as to what their plan is.

Kurt Mailman said that with the exception of the paving, the contractor has done overall a very good job. He said the pipes and manholes have checked out good.

8. **Old Post Road – Inspection and Report:** Roger Lentocha of 504 Old Post Road apologized to Jennifer Usher for being short with her on the phone when he last called about the odor problem. In general, he acknowledged the Board is attempting to determine the cause of the odor and eliminate it, but is frustrated that the problem has not yet been solved. He said the odor has been seeping into his house and when the wind is right, it goes in the ridge vents on his house. He said the odor is very strong in his attached garage. Roger Lentocha said he does not think the odor is grease related. He said it smells like a septic tank smell and would like to know what they will do to alleviate the problem. He added the odor appears sometimes to be stronger on weekends. Maureen Brown of 589 Old Post Road confirmed Roger Lentocha's complaint about the odor. She said she finds it more pungent when the air gets colder.

Todd Rolland said a septic smell can be the result of fats, oils and grease. He noted that they are working on a FOG ordinance that would require users of the system to clean out their grease traps in a timely fashion so grease does not get in the lines. John Konrad said they recently sent out letters to offending establishments informing them that they are not in compliance. He said the current thinking is that grease from offending establishments has gotten into the system and is now coating the pipes and causing an odor problem. He said they will be talking later in this meeting about how to address that issue. Jim Williams said from the report from Jason Hofmann, it does not appear the smell is the result of hydrogen sulfide, but they have not gotten a definitive answer yet for the cause. Jennifer Usher reiterated that coming up with a solution is a two-step process, and they first need to pinpoint the cause of the problem through a process of elimination.

Roger Lentocha asked if the Board could have the manhole covers sealed as he had understood in a previous meeting discussion that this might be a possible solution. Jennifer Usher said this would not solve the problem, but more likely just send the odor problem further down the line. Maureen Brown asked about smoke testing as was also discussed in a previous meeting. Todd Rolland explained that this would help to detect leaks or cracks in a vent inside her house which might be where the odor is coming from. Right now he said it would not seem a good use of their resources. Maureen Brown noted that while the odor seems to be coming from inside her house from a toilet, for Roger Lentocha it seems to be coming from outside. The Board discussed whether the odor problem in Maureen Brown's home might be a problem with a trap or possibly the wax seal on her toilet. Maureen Brown said the vent has been checked out.

Jim Williams said the carbon canisters were recently replaced at the Old Post Road pump station, which would have an impact on H<sub>2</sub>S odors. He said the next step is addressing FOG and creating an ordinance. Roger Lentocha asked if the system would still work if all three manholes near his home were sealed. Kurt Mailman said it would, but it would continue to push the problem downstream. He explained that historically manhole lids were vented so odors would not be targeted to one spot. He said if they sealed the manholes from the intersection with Mountain Spring Road all the way down Old Post Road, the problem would likely move to the Gerber Drive pump station. He said chasing odors can be an arduous, subjective process. However, if they chose to seal the manholes, they could do locking frames and covers or bolted and gasketed covers or simply seal the covers with silicone

around the rims. He said the potential pitfall with bolted and gasketed covers is that the gasket can fall in the invert and get caught up in the pumps or clog up the line. Perne Maynard noted that Roger Lentocha has a unique situation where he is at the top of the hill with a wind situation and also a standing water situation.

Jim Williams/Perne Maynard motion to authorize Jason Hofmann to get a price on silicone sealing of the three manholes near Roger Lentocha's home to help provide temporary relief. Kurt Mailman noted they will also need to consider costs for traffic control. A vote was taken and the motion was unanimously approved. Bruce Allen also asked Roger Lentocha to keep a log with the dates and times when the odor problem is noticeable so they can use it to compare with other data. Roger Lentocha agreed to do this.

9. **Finance & Budget:** Jennifer Usher noted that she included a copy of a maintenance agreement from Kinsley Power Systems in their packets for the generators at the three pump stations. She noted that the high school has its own generator that they maintain separately. The agreement provides two levels of service and Kinsley, Jennifer Usher, and Jason Hofmann are all recommending that the Board goes with the Level 2 service for the \$2,675 annual fee. Jason Hofmann noted that Kinsley was the company taking care of the generators when Water Planet first started working with Tolland, but that was discontinued. Jennifer Usher noted also that the United Concrete invoice for \$6,932.40 is also included in their packets. She informed the Board that Laura Schwabe is currently on vacation so they will have WPCA expenses in their packets next month. Jennifer Usher said she has been working with Chris Hutton, Finance Director, about breaking out further professional services, adding more account numbers, which should be helpful when they work on their budgeting next year. In the meantime, all invoices related to the WPCA are being scanned and copied for the Board's use.

Jim Williams asked Chris Hutton if she could explain the Reserve Account and what it can be used for. Chris Hutton described it as a holding account in which assessments come in and debt payments go out. She said there are some remaining uncommitted funds in this account. Jim Williams asked as the budget gets more complicated if they could see a breakdown of the Reserve Fund and what fees they collect from customers. Chris Hutton said the fees collected from customers are part of the Operating Fund, which is separate. She said she can run MUNIC reports for both the Reserve and Operating Fund accounts for the Board.

Jim Williams gave an example, asking if they could use the Reserve Account for WPCA expenditures such as the approximately \$7,000 bill from United Concrete. Chris Hutton said she would expect they could use it for anything that is sewer related. Jim Williams said he is concerned they are using the Reserve Fund as a non-existent Sinking Fund and asked if the Board could transfer money from the Reserve Fund to establish a Sinking Fund. Chris Hutton said they cannot do this as recent new regulations prohibit doing so. However, they can earmark or restrict a part of a fund balance for certain expenditures. Jim Williams said they need to establish a Sinking Fund that they can contribute to.

Jim Williams noted that in their early WPCA training, they learned that the WPCAs main objective is to protect the waters of the State. He said he would like to be able to track what

is encumbered in Reserve Funds and what could be made available for capital projects. He said users of the system should not be the only ones responsible for protecting the waters of the town and so ideally there should be a breakout having both a WPCA and a Sewer Commission. He said as they go forward he expects the WPCA will see greater expenses being incurred for administrative costs. He added that he feels they should review the Operating and Reserve Fund budgets at each meeting to keep aware of trends.

Chris Hutton said that for Thursday's meeting, November 18, she will provide current information on the Operating Fund, on the Reserve Fund, some history on the Reserve Fund, and last quarter charges from Vernon based on flows from Tolland.

Todd Rolland/Jim Williams motion to hold a Special WPCA meeting at 6:00p.m., a location to be determined. Jennifer Usher said she will let everyone know the location when she finds a place. She said they also need to submit their five year capital plan. She suggested they utilize the information Jason Hofmann provided them, finalize it in their meeting Thursday, and send it on to the Town Council. A vote was taken on the motion and it was unanimously approved.

10. Grease Interceptors – Status Report: Jennifer Usher said she sent out the non-compliance letters to Big Y, Tolland Pizza, and Meetinghouse Tavern informing them they need to pump out their grease traps and show proof the work was done. She said Big Y informed her they have been cleaning their traps every six months and she told them it needs to be done every three months. They had them pumped out on October 6 and have sent her a copy of the invoice. Jennifer Usher said the owner of Tolland Pizza said they had their grease trap pumped out on September 28 but noted it was full two weeks later. This should not be happening so quickly. The owner faxed her the pump out report that acknowledges the September date. The WPCA will inspect the trap again. Jennifer Usher said she has not heard from the new owner or either of the two operators at Meetinghouse Tavern.

John Konrad said they need to consider how often they will inspect large users of the system. Jennifer Usher asked Jason Hofmann how much Water Planet is charging them for this service. Jason Hofmann was uncertain as Grant Weaver has not yet billed for it. He said he expects it would be for about three to four hours of time. Jim Williams said they should get a price from Water Planet on quarterly inspections. Some Board members will accompany Jason Hofmann when the inspections are done. Jason Hofmann suggested the quarterly inspections be done on March 14, June 20, and September 19, which are all the Mondays before the meetings in those months.

John Konrad also asked Jason Hofmann to get two competitive proposals for cleaning the sewer lines of the accumulated grease that has gotten into the system.

Perne Maynard noted that they can post notices of WPCA activities on [www.Tolland.Patch.com](http://www.Tolland.Patch.com), a new web-based news outlet that covers Tolland exclusively.

11. **Old Post Road Pump Station – Vent Screen & Lighting:** The Board discussed the possibility of installing a screen on the vent at the Old Post Road Pump Station to prevent bugs from

getting into the vent when the light is on. Jason Hofmann said a screen would not be practical as he needs the air flow in the vent, and so he will just deal with the bug problem as it occurs. Jennifer Usher asked Jason Hofmann to look into a price for a photocell and an extra light on the end of the building.

12. **Gerber Pump Station Upgrades – Proposal Status:** Jason Hofmann said he is waiting on a quote from United Concrete. They have looked at the lid and need to figure where to run floats, wires, etc. He said he expects they will quote on a standard fit, square cover.
13. **Phase II Facilities Plan:** John Konrad said that in their last workshop the Board decided they wanted to state in the Plan the need to continue with testing to gather more data on the possible existence of pollution. They would also want to examine the data on the sand type systems that have been installed in the Willie Circle area and how effective they have been or if there have been any systems in this area that have failed a second time.

John Konrad said they have decided to go forward with the Facilities Plan and submit it with a statement to include that they would like to establish a one-year period of testing following acceptance of the draft by the Department of Environmental Protection. The testing would first be done in the areas where there have been recommended constructed solutions, then progressing to the next tiers, eventually covering the entire town in the Phase II area. They would like the Plan also to say they will put together a pump out ordinance. The general point is that there has been no documented evidence of pollution and so they want to address the potential for it with continued testing and a pump out ordinance. He added that because this is a town-wide concern, not just a WPCA concern, the costs incurred to put these practices in place would need to be funded by the Town.

Kurt Mailman asked if the Board has given any consideration to what they would want to test for, such as surface water, groundwater, suitable and prospective sites, and what they should sample for. He said determining pollution can be hit or miss, and so targeting the locations for testing will be an important aspect. They will need to consider the frequency of testing, the constituents to test for, and any access issues to properties that might be encountered. He also said they might want to give some thought to sampling residents' drinking water wells. Kurt Mailman said he could help put together a program to do the testing, and he said he expects that putting the Facilities Plan forward with these statements will generate this type of discussion from the DEP. The question, he said, is whether they would want to work with the DEP ahead of time to put together a testing plan and implementation schedule or submit it as is and wait for their feedback. He said he is open to approaching it either way.

Kurt Mailman asked if the Board would want a proposal from him on the costs of putting together a sampling plan. He noted there is no money left in their budget to update and do this, so a proposal would be required. Todd Rolland asked if they could submit the draft without a sampling plan. Jennifer Usher said it would be good to get an idea on the cost of a sampling and implementation plan. Kurt Mailman said they would not want to jeopardize losing any Clean Water Funds and so he could put together a Task Authorization to modify the existing Phase II Facilities Plan document under their on-call agreement and make the appropriate copies. He said this would be cost effective and would have a quick turn-around

time. Kurt Mailman reiterated that the DEP is very eager to see their Plan. He suggested to Jennifer Usher that it might help to speed things along on the Facilities Plan to include a cover letter noting that the Town has a lot of development waiting in the wings and some of that development will hinge on approval of this document.

Jim Williams said he will send Kurt Mailman the bullet points of their meeting on the Facilities Plan. Kurt Mailman will modify the Phase II Facilities Plan documents, and John Konrad will send Kurt Mailman additional information on some of the minor points discussed also.

14. **Assessments, Design Flows, Impact Fees & Connection Fees – Proposal to revise regulations:** Jennifer Usher and Kurt Mailman reviewed a clarification of the regulations and Task Order Authorization #3 and #4 to Fuss & O’Neill for Connection Fee Investigation under their on-call services contract. Todd Rolland/Bruce Allen motion to authorize Task Order #3 and #4. Motion was unanimously approved.
15. **Tolland Village Area:** A copy of the Wetlands Minutes joint meeting of November 4 was included in the packets. Jim Williams said he attended the November 4 meeting that included the Inland Wetlands Commission and the Conservation Commission. He said an overview of the Tolland Village Area vision was provided and they discussed concerns about traffic flows, economic development and multiple developers. He said he would expect this would require a lot of cooperation between property owners. Jennifer Usher said the presentation included a conceptual sewer use estimation.
16. **CT WPCA Meeting:** Jennifer Usher reviewed the handout on the upcoming meeting. She said she could not attend but encouraged others to do so, adding that there will be another opportunity to attend next spring. She noted that Dennis Greci of the DEP will be attending and that the President of the Association is David Ignatowicz, Director of the Vernon WWTP. John Konrad expressed an interest in attending and Jim Williams said he might like to do so as well. Jennifer Usher directed anyone who was interested in going to send her an email and copy Cindy Murdock as the cost of attending could be processed through budgeting.
17. **Proposed 2011 Meeting Schedule:** The Board reviewed the schedule. Todd Rolland/Jim Williams motion to accept the 2011 meeting schedule, but setting the meetings to begin at 6:00p.m. Motion was unanimously approved. Jim Williams/Todd Rolland motion to revise the 2010 meeting schedule for the December, 2010 meeting to begin at 6:00p.m. Motion was unanimously approved.
18. **WPCA Presentation at November 9, 2010 Town Council Meeting:** Jennifer Usher included the speaking points Jim Williams and Bruce Allen made at the meeting in their packets. John Konrad said they need to keep in mind that the Board of Education is a high cost user in the system, as the pumping station at the high school is expensive to maintain.
19. **Election of Officers:** Bruce Allen/Perne Maynard motion to sustain the existing officers in their current positions. John Konrad, Chair; Todd Rolland, Vice Chair; and Jim Williams,

Secretary expressed their willingness to continue for another year in their current positions. A vote was taken on the motion, and it was unanimously approved. The Board also discussed their increasing need for more administrative assistance especially as the Facilities Plan moves forward with inspections and the pump out ordinance is put in place. John Konrad suggested looking into getting an intern out of UConn for engineering assistance. Jennifer Usher said she thinks someone with a 2-year technical degree would be ideal, who is willing to do some of the administrative work. She said right now they have been having to farm out engineering work to consultants that she could do in house if she had more time and this is costly for the town. If she had someone in-house who could handle smaller projects, then she could concentrate on the large issues. Jim Williams said they would need to address this with the Town Manager.

20. **Other WPCA Business –Status Review & Updates:** The Board reviewed the current list and agreed to add item F for an education program on septic tank maintenance, and the need to get this out to the public. The Board discussed putting this up on the Town web page and also putting it out on the Tolland Patch web site. John Konrad noted that the WPCA web page is outdated right now and needs some regular monitoring and updating. Perne Maynard said he will contact Cindy Murdock and look into what would be involved.

21. **Approval of Minutes:** Bruce Allen/Jim Williams motion to approve the minutes of the October 19, 2010 regular meeting. Motion was unanimously approved.

Jim Williams/Perne Maynard motion to approve the minutes of the October 21, 2010 special meeting. Motion was unanimously approved.

22. **Adjournment:** Perne Maynard/Jim Williams motion to adjourn the meeting and pay the clerk at 10:50p.m. Motion was unanimously approved.

Respectfully submitted,

Annie Gentile  
Clerk