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Fred Hurley,
Director

TOWN OF NEWTOWN
WATER AND SEWER AUTHORITY

Richard B. Zang,
Chairman
Marianne Brown
Louis Carbone
George Hill
Alan Shepard
Eugene Vetranio
Carl Zencey

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE WATER AND SEWER AUTHORITY

The Water and Sewer Authority held its regular meeting on Thursday, August 8, 2013 at the Waste Water Treatment Plant, 24 Commerce Road, Newtown, CT. Chairman Zang called the meeting to order at 7:02pm.

Present: Dick Zang, Lou Carbone, Marianne Brown, Gene Vetranio,
Absent: Carl Zencey, George Hill, Alan Shepard

Also Present: Jason O'Brien and Julio Segarra of United Water, Director of Public Works Fred Hurley, and two members of the press

Public Participation - None

Approval of Minutes – The previously distributed minutes of the regular meeting of 7/11/13 were unanimously approved.

OLD BUSINESS

Capital Needs Study – There is no updates at this time.

Renewable Energy Project-grant payment – There is a little more time needed for the 6 months of data needed to request the final 10 % of the grant.

Rate increase for Water and Sewer users- Marianne Brown moved increase sewer rates effect July 1, 2013 from \$7.21 to \$7.79 per 1000 gallons, with a general administrative increase of 9.41%. Gene Vetranio seconded, motion unanimously accepted.

NEW BUSINESS

Extension of offer to EDC on Tech Park – Dick Zang received an e-mail from Joe Humeston of the EDC asking for an extension of the policy that was set for the tech park. This was an offer that was made July 2012 and they are asking for a two year extension. Lou Carbone moved to extend the offer of five-year payment plan for the benefit assessment for any property in the Town's Technology Park on Commerce Road developed by the end of 2015. Marianne Brown seconded, motion unanimously accepted.

Committee Reports: SCADA, solar, I&I, Finance, regulations, water supply, collection and distribution systems – **SCADA**-Julio Segarra provided an update on the project. Everything is moving as scheduled. **SOLAR** – The last four months chart shows that they are 12% over what was estimated. **WATER SUPPLY** – everything is moving forward with well 8. Aquarian is looking for a pump station in Newtown. They are aware of the fact that the town is interested in an interconnection. **COLLECTION AND DISTRIBUTION SYSTEMS** – The entire street of Mile Hill South will be part of the loop. Julio Segarra and Fred Hurley met with Butterworth and Scheck today and a call before you dig has been completed.

Report by United Water Environmental Services Inc. – July 2013 Monthly operating report is attached. Jason O'Brien reported that their company is doing an audit which will start next Tuesday and last to the end of the week. They look at all regulatory issues at the plant. The Annual Base Compensation has been decreased this year. Jason O'Brien has been promoted to the Director of Operations for the Northeast.

Gene Vetrano moved to add the Annual Base Compensation adjustment to the agenda, Lou Carbone seconded, motion unanimously accepted.

Marianne Brown to approve the Annual Base Compensation Adjustment dated July 17, 2013. Gene Vetrano seconded, motion unanimously accepted.

Report by Public Works Director – Aquarian is going to move water capacity to Newtown. What makes that possible is the water main that they put in from Monroe. Newtown will have more water available and not put the river in jeopardy.

Any Other business – None

Having no further business, meeting was adjourned at 7:40pm

Arlene Miles, Clerk



MONTHLY OPERATING REPORT
July 2013
TOWN OF NEWTOWN WPCF

EXECUTIVE SUMMARY

During the month of July the plant process performed well. Nitrogen average pound per day during the month was 10 lbs. The open channel flow meter data has been collected from both locations. The meters are located at a manhole on Main Street near School House rd. and Commerce Road. Taunton Lake will be our next areas of focus.

The plan will be to inspect during heavy rains for signs of inflow.

Plant generator air discharge permit has been submitted to Fuss & O'Neil to prepare and submit to the Air Compliance Department for modification.

SCADA project is progressing on schedule.

No problems to report due to the recent rain events.

Number 1 clarifier is out of service for inspection and maintenance once complete, number 2 will be inspected.

The flow meter converter has failed at the Sandy Hook pump station.

The replacement converter should be installed in a few days.

Below are some of the highlighted major operation and maintenance items that are currently in progress or completed.

PROJECT

SCADA

- The RTU'S have been received and programed.
- Electrical Energy Systems will be receiving the approved change orders in a few days; it also includes a separate order for the recommended spare parts.
- Knapp engineering will be submitting the final electrical drawings to GHD for review next week.
- All the pump station back-up float panels are installed, and online.
- The float trees at the pump station have not yet been moved from the present location by Electrical Energy Systems.
- The 12 pair fiber optics cable has been pulled at the plant.
- Knapp engineering has begun work at the plant identifying inputs and output circuits.

SOLAR

- All the panels appear to be working fine.
- Web site is now active.

AIR COMPLIANCE

- **Fuss & O'Neill has submitted a request that all generators operate on a "Permit by Rule air" compliance permit. Requests have been submitted to the DPH.**

OPERATION & MAINTENANCE

- Inspect all plant fire extinguishers, eyewash, and emergency exit lighting.
- Inspect and programmed the replacement effluent sampler in the filter building.
- Hosed secondary wells and troughs.
- Cleaned the grit washer screen, and hopper.
- Cleaned both levels in the filter building.
- Cleaned the Roto-mat and the rag hopper.
- Greased gravity belt thickener.
- Inspected and cleaned all eye wash stations.
- Cleaned secondary tanks 1&2 draft tubes.
- Cleaned gravity belt thickener belt.
- Checked calibration on (July 8th) of the influent flow meter
- Calibrated Dissolved oxygen probe in the Oxidation ditch.
- Cleaned # 1 oxidation ditch.
- Replaced tubing on both influent and effluent samplers.
- Inspect all plant equipment oil levels.
- Painting in lower level of the clarifier building. (on-going)
- Modifying seal flushing lines in the clarifier building.(In Progress)
- Cleaning and Painting equipment in the filter building. (work in progress)
- Collected flow data from manholes at Main St and Commerce.
- Number 1 clarifier out of service and cleaning.
- Clarifier #1 will have all the algae brushes replaced tomorrow.

PUMP STATIONS

- All pump stations checked twice per week.
- Sandy Hook pump station spare pump back in stock.
- Sandy Hook pump station wet well was hosed and cleaned.
- Sandy Hook pump station flow meter out of service due to a bad converter. Part was ordered and due for installation any day.
- Sent one of our small portable generators out inspection and tune-up.

ODOR ABATEMENT

No odors this month.

STAFFING

We are presently fully staffed.

TRAINING

All employees continued with our in house OSHA compliance safety training through PureSafety.

REGULATORY COMPLIANCE

In Compliance

SOLIDS HANDLING

Type	Gallons This Month	Target	Gallons This Year	Target
Sludge (SYNAGRO)	39,000	40,625 gal/mo 2 loads/wk	0.040MG	0.488 MG 75 loads/yr

ANALYSIS OF WASTED SLUDGE

Waste Activated Sludge	Total Gallons	Min %	Max %	Average %	Total Pounds
SYNAGRO	39,000	4.04	4.93	4.43	14,393

EMERGENCY CALL-OUTS

Type	Total This Month	Total for Year
Sewer Backup	0	0
Pump Station	3	3
Plant	0	0
Odor	0	0
Grinder Systems	4	4

PLANT MAINTENANCE

The following data is provided as a record of maintenance work order activities during the month.

Type	Total This Month	Total for Year
Preventative Maintenance	32	32
Corrective Maintenance	11	11
Emergency Maintenance	0	0
Call-Before-You-Dig (CBYD)	44	44

FIELD OPERATIONS

Type	Monthly Ft	Total for Yr	Contract	Amount Left
Sewer Cleaning Scheduled	0	0	*****	*****
Sewer Cleaning Scheduled	0	0	*****	*****
Sewer Cleaning Unscheduled	0	0	*****	*****
Other	Monthly Qty	Total for Yr	Contract	Amount Left
Manhole Inspections	2	2	*****	N/A
Grinder Replacements	4	4	As Necessary	N/A
New Grinder Stations	0	0	*****	N/A

PUMP STATIONS

Station	Baldwin	Hanover	Sandy Hook	Taunton Lake	Hawleyville	Fairfield Hills Metering
Number Inspections/Mo.	9	9	9	9	9	9
Number Inspections/Mo.	8	8	8	8	8	8
Service Failures	0	0	0	0	0	0
Number Callouts	0	0	0	0	0	0
Maintenance & Repair	0	0	1	0	0	0
Flow (Total MG)	.136	.502	1.984 Out of service	.929	.505	6.199
(Avg. Daily GPD)	4,552	16,756	66,166	30,967	16,862	206,643

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FINANCIAL STATUS – MAINTENANCE

Item	Budget \$	\$ Spent/Mo	\$ Spent/Yr	\$ Remaining
Preventative and Predictive	\$55,000	\$5,184.40	\$5,184.40	\$49,815.60
Capital Repair and Replacement	\$95,000	\$25,379.71	\$25,379.71	\$69,620.29

FLOW AND LOADS TRACKING

Budget Month/Yr	Influent Flow, MGD	Influent BOD, lbs	Influent TSS, lbs	Calendar Month / Year	Average N, lbs
July 2013	.449	962	694	January 2013	21.6
August 2013				February 2013	17.9
September 2013				March 2013	14.4
October 2013				April 2013	10.1
November 2013				May 2013	11.96
December 2013				June 2013	17.5
January 2014				July 2013	10.5
February 2014				August 2013	
March 2014				September 2013	
April 2014				October 2013	
May 2014				November 2013	
June 2014				December 2013	
Monthly Average	.449	962	694	Calendar Year to Date Average	14.85
Contract	Average 0.53 MGD Adjustment = Change in Flow in MG * \$17.83/MG	Avg. 999 lbs/day Adjustment = Change in BOD in lbs * \$0.04/lb	Avg. 703 lbs/day Adjustment = Change in TSS in lbs * \$0.16/lb	Contract	NPDES Permit Limit = 17 Lbs/day
Deviation % (+/-)	-15.8	-3.7	-1.28	Deviation % (+/-)	-12.6

FAIRFIELD HILLS WTF

EXECUTIVE SUMMARY

The staff continues to improve equipment and standard operating methods to prevent Fairfield Hills WTP failures. Well # 3 is operating as the lead pump at <40 gallons per minute. The water treatment plant operated very well in July. GHD and Fuss & O’Neill are working to comply with the DPH requests and well 8 upgrade.

A new Chlorine residual controller and ph probe are checked and calibrated at the Water Treatment plant. Check and maintain calibrations of all equipment.

Chlorine chart recorder was checked for calibration.

The lines were flushed at Fairfield Hills during the month of July.

Listed below are some of the highlighted major operation and maintenance items that are currently in progress or have been completed.

OPERATION & MAINTENANCE

- Inspected WTP and made adjustments as needed.
- Monitor chlorine and ph controller at the WTP and adjust as needed.
- Cleaned and calibrated chlorine analyzer at the water treatment facility.
- Well 7 pump was inspected SB Church. Results were fine.
- Pump was slightly adjusted to improve performance.

STAFFING

Currently, all the regulatory required staffing positions are met for the Water Treatment Facilities.

REGULATORY COMPLIANCE

The Department of Health Monitoring Report did meet full compliance during the month.

EMERGENCY CALL-OUTS

Type	Total This Month	Total for Year
Plant WTP	2	2
Well Houses	0	0
Reservoirs (Storage)	0	0
Customer Service Issues	0	0
Water Main Breaks	0	0

FAIRFIELD HILLS MAINTENANCE

The following data is provided as a record of maintenance work order activities during the month.

Type	Total This Month	Total for Year
Preventative Maintenance	15	15
Corrective Maintenance	0	0
Emergency Maintenance	0	0
Preventative Maintenance	2	2

FIELD OPERATIONS

Other	Monthly Qty	Total for Year
Valve Inspections	25	25

Hydrant Inspections	2	2
Service Inspections	15	15
Call-Before-You-Dig (CBYD)	6	6

FINANCIAL STATUS – MAINTENANCE

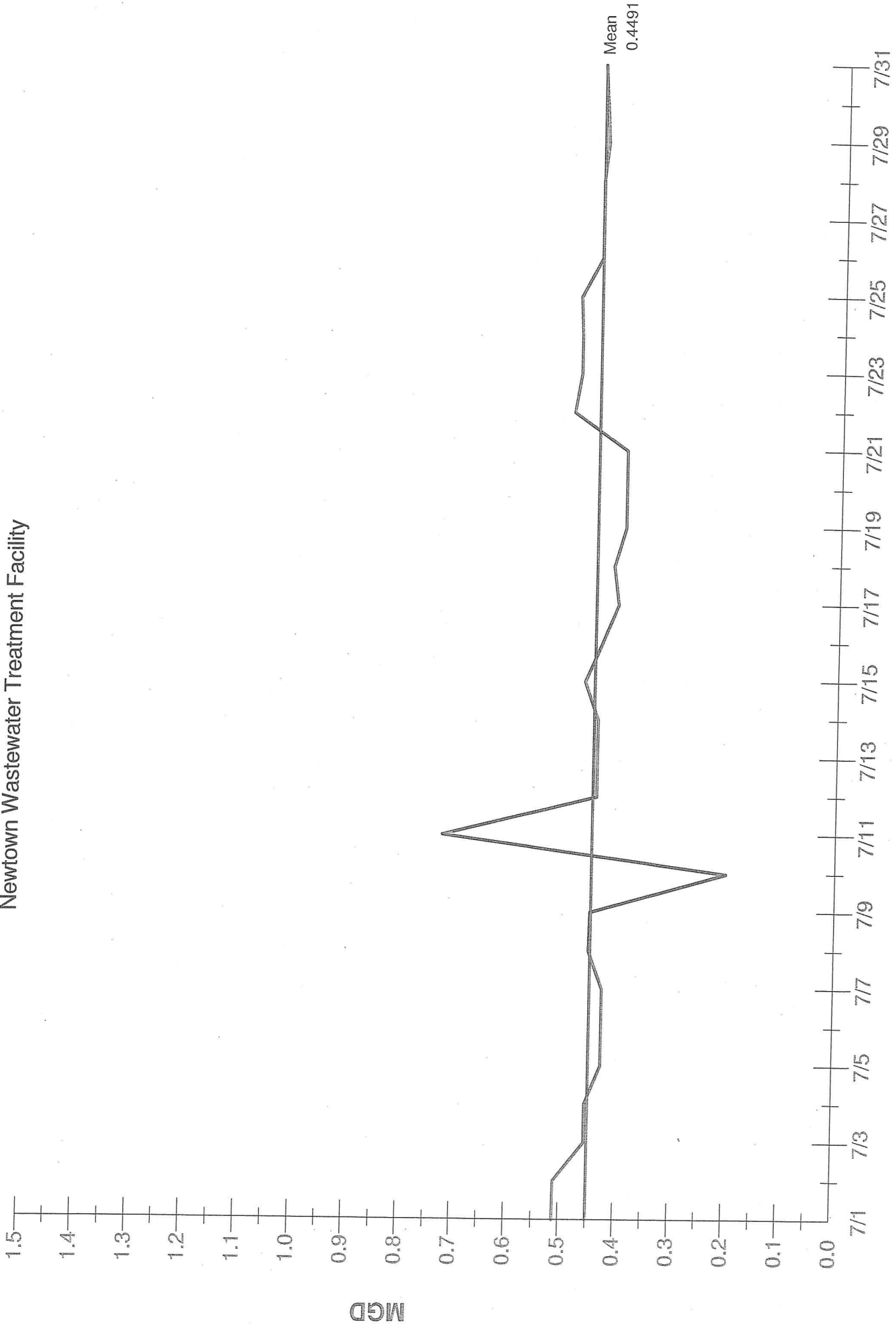
Item	Budget \$	\$ Spent/Mo	\$ Spent/Yr	\$ Remaining
Preventative and Predictive	\$15,500.00	\$1,342.71	\$1,342.71	\$14,157.29
Capital Repair and Replacement	\$20,000.00	\$357.92	\$357.92	\$19,642.08

FLOW TRACKING

Month/Yr	Well No. 3 Gallons	Well No. 7 Gallons	Well No. 8 Gallons	Plant Production Gallons
July 2013	795,000	4,568,200	0	5,363,200
August 2013				
September 2013				
October 2013				
November 2013				
December 2013				
January 2014				
February 2014				
March 2014				
April 2014				
May 2014				
June 2014			0	
Monthly Average	795,000	4,568,200	0	5,363,200
Daily Average	25,645	147,361	0	173,006

Influent Flow

Newtown Wastewater Treatment Facility

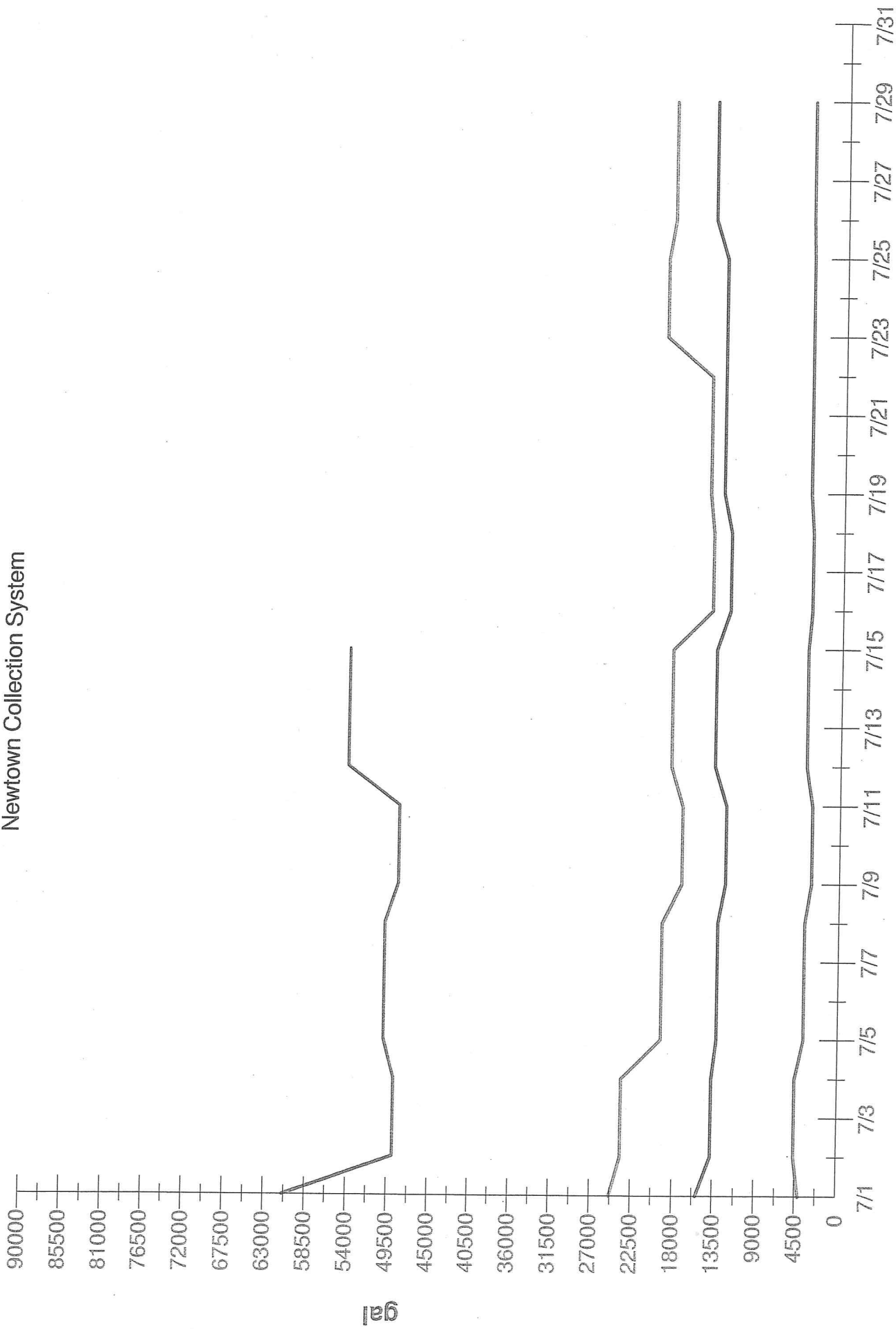


Date (7/1/2013 to 7/31/2013)

/ Influent Flow Total / Influent Flow Total

Pump Station Flow Data

Newtown Collection System



Date (7/1/2013 to 7/31/2013)

/ Sandy Hook PS Flow
/ Baldwin PS Flow
/ Hanover PS Flow
/ Taunton Lake PS Flow

Segarra, Julio

From: Dustin Sedlack <Dustin.Sedlack@ghd.com>
Sent: Thursday, August 08, 2013 5:07 PM
To: Segarra, Julio
Cc: sparadis@eesc-ct.com; Wende Wells; gsk@knappengineering.com
Subject: Newtown - Progress Report for Tonight's Board Mtg

Julio,

Status Update:

1. GHD is developing Process Control Descriptions for the remote sites and plant processes based upon our meeting with you.
2. GHD is working on iFIX HMI screen planning and development.
3. GHD is in the process of programming the remote site RTUs and collaborating with Bill Mackstutis.
4. Knapp Engineering has completed the As Built verification of the existing plant PLCs.
5. Knapp Engineering is developing PLC shop drawing submittals for the plant PLCs. They are slated to be submitted for GHD's review next week.
6. Motorola RTUs have been ordered and received by Knapp Engineering.
7. Bill Mackstutis is configuring the RTU communication logic.
8. Knapp Engineering/EES has issued a change order to the Town for all the items that affected the Motorola sites and is awaiting the Town's approval so Knapp can order and fabricate the custom Motorola enclosures.
9. Knapp Engineering/EES is preparing to schedule the work to install the new selector switch auxiliary contact block to enable the backup float control panel to only function when the handswitch is in the Auto position. This will resolve the BUFCP functioning in the Hand position.
10. Knapp/EES will be coordinating the float tree relocation with the Town in the next period.


C. Dustin Sedlack

Service Group Manager - Instrumentation & Control Systems

GHD

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