

WLSD Planning Committee – Special Meeting
Tuesday, August 10, 2010 @ 9:00 a.m.
Via Telephone
Minutes

Not Yet Approved

Attending Members: Martin Connor, Charlie Ekstrom, Louisa Roraback, and Jim Mersfelder
Missing Members: Thomas McKiernan and Charles Karnolt

1. This being the first meeting of the Operations Committee Mersfelder opened by thanking all for attending. The committee's charter is to work via the plant superintendent to review current methods and as required and agreed to assist in the development of improved standards, methods / procedures, facilities and automation alternatives. It will provide guidance to the Board in matters of the operation of the sewer plant in meeting the local, state and federal regulatory requirements. In addition it will strive to improve the efficiency of the operation and provide a safe, secure, and supportive working environment for it employees.

Mersfelder stressed that the committee must be sensitive of the plant superintendent's priorities which are: first to do "today's work today", followed by making sure that the environment is a safe place to work, and then to complete a number of projects to improve the effectiveness of the district's operations.

2. Health and Safety at the Workplace:

- Open physical plant safety items identified as of July 23, 2010
 - a. Maintenance building under polymer press – install steel cat walk, floor drain, sump and containment wall – Active and open the next action is having the steel cat walk constructed – Responsible party R Turri
 - b. Cat walks and railings over the clarifiers brought to code – Active and open outside contractor contacted – Responsible party R Turri
 - c. Loading dock remove wooden railing replaced with metal railing - Active and open outside contractor contacted – Responsible party R Turri
 - d. Holding tank roof removed - Completed
 - e. Exterior oil storage tank remove wooden stairs and replace with stairs and railing to code - Active and open outside contractor contacted – Responsible party R Turri
 - f. Review the requirements for eye wash stations in the rest room areas and the maintenance building – Responsible party C Ekstrom

- Historical Review of Health and Safety Incident Reports – Open project no action

3. Regulatory Compliance:

- DEP Reporting Compliance Review
 - a. Monthly water quality and flow rate reporting requirements are being submitted timely. It was noted by C Ekstrom that the process began October 2009 and all requested reports were filed monthly beginning December 2009 – Responsible party C Ekstrom
 - b. A review of the DEP's requirements will be completed against our permit and consent order(s) – Responsible party J Mersfelder

- OSHA Compliance Review
 - a. Bob Valentine has volunteered to introduce C Ekstrom to the Goshen Public Works team, namely Ed Perry and Bill Gelormino to show them their processes – Responsible party J Mersfelder
 - b. C Ekstrom suggested that we join the Connecticut Conference of Municipalities CIRMA <http://www.ccm-ct.org> they have training programs, facilitation and on line resources which will be useful. The town of Goshen is a member and their annual fee is \$1,691 for Goshen. The membership contact is Carol Hanover 203 498 3073 – Responsible party J Mersfelder
 - c. It was discussed that a complementary audit can be conducted by Roger Rocheleau of the CT Dept of Labor CND OSHA 860 263 6924. It was agreed that we would take advantage of this audit once we completed some of our upgrades - Open project no action
- MSDS Compliance Review
 - a. C Ekstrom reported that he has staff organizing the chemical MSDS sheets at the moment – Responsible party C Ekstrom
 - b. There is a training requirement we will try to use CIRMA to accomplish this - Open project no action

4. Employee Environment:

- Employee Working Environment Review: It has been decided to utilize a portable construction office trailer to house the plant superintendent, office support staff, files and a meeting room while the need for space is reviewed. The town has issued a permit. The site location has been selected and the trailer selected - Active open – Responsible parties C Ekstrom and R Turri
- Employee Job Description Review: C Ekstrom reported that he has started this project but needs support. M Connor will contact Ray Drew Administrator of the Torrington Water Pollution Authority and request copies of his position descriptions. Open active project – Responsible party L Roraback
- Employee Salary and Benefits Review: A survey of the sewer authorities in our region needs to be completed - Open active project – Responsible party L Roraback
- Employee Training Review: Open project no action
- Employee Workload Review: Work schedules need to be review against active projects. Open project no action
- Employee Handbook Review: Several handbooks have been made available for review by L Roraback. Open project no action
- Employee File Review: Open project no action

5. Equipment and Infrastructure Maintenance:

- Equipment Maintenance Review
 - a. An asset inventory list was created as of 6.30.09 for the outside auditors

b. C Ekstrom reported that his staff is in the process of organizing the inventory - Open active project – Responsible party C Ekstrom

- Infrastructure Maintenance Review
Research others maintenance support tools - Open project no action
- Inventory and Controls of Maintenance Support Equipment and Supplies – Open project no action
- Planning, Scheduling and Control of Maintenance - Open project no action

6. Risk Management:

- Risk Management Review – It was reported that complete the final report with recommendations will be available by August 31, 2010 - Open active project – Responsible party T McKiernan
- Risk Management Remediation - Open project no action

7. Project Management:

- Engineering Projects:
 - a. Tertiary System repair
2010/2011 project cost \$175,000
Engineering supervision Nathen L Jacobson & Assoc
Contractor Weston & Sampson 978.532.1900
Awaiting project control documentation
Control system is in the design phase
 - b. Pump station access road
2010/2011 project cost \$18,000
Survey completed
Awaiting design from Colby Engineering
 - c. Digester replacement
2010/2011 project cost \$50,000
Open
 - d. Pump station # 5 refurbishment
2010/2011 project cost \$30,000
Completed
 - Infiltration / Remediation
2010/2011 project cost \$150,000
Open project no action
 - Equalization Tank Planning
2010/2011 project cost \$100,000
Open project no action
 - Collection system
Continuing to open, inspect manholes and obtain GPS coordinates. As of the middle of July a total of 174 out of the 363 have been completed.
Active project - Responsible party C Ekstrom
 - Instrument calibration

- a. Currently flows are obtained by daily reading of flows derived from wet well volumes and pump cycles counters at each pump station. Active project - Responsible party C Ekstrom
 - b. A beta test of an equipment up grade is in operation a pump station # 6
 - c. A discussion regarding looking to a more advanced Supervisory Control And Data Acquisition (SCADA) followed and agreed we need to collect information about what has been suggested in this area already in the past. Active project - Responsible party J Mersfelder to organize the history
- Project Life Cycle Procedures (Statement of Work, Bidding, Purchasing, Acceptance and Payment) – Open project no action
 - Reporting System Developed – Open project no action

8. Other items

- Plant Clean Up: It was discussed that the plant clean-up project is moving ahead well; a bulk of the work is being accomplished by outside contractors to minimize the impact on staff, although there has been some disruption of scheduled tasks.
- Files: It has been requested that all office files, reports, and work papers be returned to the plant after which they will be organized and properly filed.
- Computer Support: The current computer support person has been contacted regarding the need for an inventory of the hardware and software in operation at the plant. Remote computing options are being discussed and will be proposed.

Their being no other business the meeting was adjourned at 9:58 AM

Submitted by

Jim Mersfelder