

Meeting Minutes

Town of Montville Water and Sewer Commission
Monday, July 2, 2012 - Town Council Chambers – Town Hall – 7:00 p.m.

1. **Water and Sewer Commission**

a. Call to Order

Chairman May called the regular meeting to order at 7:00 p.m. after establishing a quorum.

b. Pledge of Allegiance

c. Roll Call

Present were Commissioners Murphy, Schober, Siragusa, Thorn and May. Also present was Administrator Brian Lynch, Superintendent Michael Didato, and Mayor Ron McDaniel.

d. Alterations to the Agenda

e. To consider and act on a motion to approve the special meeting minutes of June 4, 2012, the regular meeting minutes of June 4, 2012 and the special meeting minutes of June 11, 2012.

Motion made by Commissioner Schober, seconded by Commissioner Thorn, discussion, none, voice vote, 5-0, all in favor, motion carried.

f. Communications pertaining specifically to matters which concern the Commission.

Administrator Lynch indicated all relevant communications were included in the meeting packet.

g. Remarks from the Public Regarding Items on the Agenda with a three minute limit.

Chairman May asked three times if there was anyone present who would like to come forward to address the Commission.

h. Executive Session

1. To consider and act on a motion to enter into executive session pursuant to Connecticut General Statutes §1-200 (6) (B), to include members of the Water and Sewer Commission, Mayor Ronald McDaniel, Administrator Lynch, Superintendent Didato, Attorney Matthew Auger and Attorney Eileen Duggan, for the purpose of discussing strategy with respect to a pending claim and/or litigation concerning Thomas McNally.

Motion made by Commissioner Schober, seconded by Commissioner Thorn, discussion, none, voice vote, 5-0, all in favor and invited parties left Chambers for executive session at 7:03 p.m., returning at 7:34 p.m. Chairman May resumed the meeting and stated no formal votes were taken during the executive session.

2. To consider and act on a motion to enter into executive session for the purpose of discussions regarding a proposed easement agreement with Lawall Realty. Discussions to include members of the Water and Sewer Commission, Administrator Lynch, Superintendent Didato, Mayor McDaniel and Attorney Schain from the law firm of Branse, Willis and Knapp.

Motion made by Commissioner Schober, seconded by Commissioner Siragusa, discussion, none, voice vote, 5-0, all in favor and invited parties left Chambers for executive session at 7:35 p.m., returning at 7:59 p.m. Chairman May resumed the meeting and stated no formal votes were taken during the executive session.

- i. Special Recognitions – none.
- j. Report from Commission Attorney on Matters Referred – none.
- k. Report from Administration Division

Administrator Lynch submitted the following report for the month of June, 2012.

We finally received the check for the connection fee for the sex offender facility. The total amount for the connection was \$37,187.50.

We have sent out the July billing statements for sewer and water this week.

The auditors have confirmed that they will be in the Town Hall on Monday July 9th through Wednesday the 11th, with Wednesday being spent focusing on our WPCA. Maureen and I have been preparing for their arrival.

I spoke to Eric Knapp of Ron's law firm about his condition. They have tried, for the third time, the treatment that is supposed to help restore his movement. At this time there still is no significant change in his condition. We all wish him well at this difficult time. Eric is doing a great job covering for Ron in his absence.

There has been little movement in the investigation by the State with regards to Mike, Jon Lilly and Bob Fish. The State requested some additional information the WPCA. They requested an organizational chart, confirmation that Mike was still the chief operator and documentation that the employees had a minimum of one year experience working on various water projects.

I recently participated in a septage receiving survey that looked at the pricing towns charge to receive septic waste from outside contractors. There were ten communities that participated in the survey from different parts of the state. We currently charge \$0.05 per gallon. Most of the communities are charging \$0.075 (Norwich being one). The results of this survey provide us a comparison to other communities in terms of revenue.

In the past the commission has communicated about having a consultant that specializing in personnel services come to evaluate our facility. Specifically to review labor and job analysis and efficiency. As we move forward with our new policies and procedures, is this maybe something we wish to pursue.

Administrator Lynch stated the auditors will be in the office on the ninth of the month and updated the Commission regarding the health of Attorney Ochsner.

- l. Report from Operations Division

Superintendent Didato submitted the following report for the month of June, 2012.

With the available data to date the Water Pollution Control Facility (WPCF) continues to be in full compliance of its NPDES permit.

There were no treatment plant odor complaints last month.

Sludge thickness has averaged over 5% over the last month.

We averaged 110 lbs/day of nitrogen in our discharge last month. Our DEEP limit for calendar year 2012 has been reduced to 124 lbs/day.

Assisted divers are working on our outfall pipe. They are plugging holes in pipe that may have been used to sink the pipe during installation. Update: approximately 76 plugs were reinstalled on pipe. All supporting documentation has been sent to the DEEP. An agent for the DEEP "Craig Motasky" was very happy with our follow up.

Worked with vendor whom is upgrading SBR controls. Update: We are modifying and updating the system software to work with our SCADA alarm system.

Work is still being performed to resolve intermittent delays of SCADA alarms. Update: We had the good fortune to have Paul Couture, PMP & Leroy E. Kendricks, PE to look at our existing system. These gentlemen come highly recommended and have set up SCADA systems for the MTUA & Groton Water system. They do exceptional work and will offer their expertise on our antiquated system.

We had flagger training. This 3 hour training is required every three years.

COLLECTION SYSTEM

We had problems with controls and the display on our Pheasant Run pump station. We corrected problems with assistance from vendor.

POTABLE WATER

The new hand held computer for monthly water readings again worked well this month. The quarterly readings were collected as well.

We had a new cathodic protection / anode system installed at our Cook Drive water tower.

Superintendent Didato answered questions from the Commission regarding the outflow pipe repairs, discussed the operation equipment policy and discussed the SCADA program.

m. Report from the Mayor

Mayor McDaniel stated he did not have anything to report.

n. Report from special or sub-committees

Chairman May stated the Policies and Procedures Sub-Committee met last month and this item is on the agenda.

o. Report from Engineers

Mr. Richard Kruczek submitted and discussed the following report to the Commission;

Status Report for Montville Facilities Plan Projects

The following is a status report of the Montville open projects:

Project 36938180 – Other Engineering Support (CV \$ N/A, B \$61,471) RK
Additional support as requested.

Project 36938373 – SSES LS Tasks (CV \$221,586, B \$221,586) RK, JJ
Final report was delivered to DEEP 2/7/2012 and await their final approval.

Project 36938983 – I/I Rehab Design & CA (CV \$60,405, B \$0) RK, JJ

Started the design of the infrastructure improvements detailed in the I/I study. Currently working on the specifications.

Project 36938891 - WWTF design modifications and construction engineering (CV \$359,563 , B \$75,584)

Completed Tasks:

A kick off meeting was held on January 13, 2012 at the WPCF and the 30% Design Review Meeting was held May 22nd. The 90% Design Review Meeting will be scheduled the week of July 20th. Most of the work has been completed and in draft review for coordination of work disciplines. Forecast for next period: Working on completion of the specifications. Currently in draft review; Site visit scheduled for the electrical component; Continue design of the Fine Screen and Vortex Grit Collector & Classifier, headworks building and structural components, plumbing and electrical systems; Complete a life cycle comparison and building.

Budget: On target.

Schedule: OnTarget

Misc. Weston and Sampson was contracted to repair the existing Lakeside septage receiving station. The unit was to be delivered to W&S's office in Rocky Hill by the WWTF staff. The unit was evaluated for 2 of 2 Montville FP Status Report 7-2-2012 parts with full condition of the system now known. Parts order was placed with Lakeside. Parts order as of Friday 6/22/12 has not been received. The auger was sent out to the welder and awaiting return. Once the parts are received it will take another 7-10 days to assemble and return the unit the WWTF. Pictures of the unit disassembled were taken and will be given to Mike Didato. The final grant disbursement request for the Facilities Plan work was sent to DEEP on June 25th in the amount of \$62,801.85.

Mr. Kruczek discussed grants available for the solar panel project, stating he is willing to help secure grants to offset costs free of charge to the WPCA. He stated he spoke with DEEP regarding alternate funding for various projects upcoming with the WPCA, stating there is money available through grants and he is inquiring regarding what is available at this time.

Chairman May thanked Mr. Kruczek for offering to help out with the grants for services.

p. Old Business

1. SAR 2012-016. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES TO authorize Administrator Lynch to send out the RFP for a proposed solar project at the Wastewater Treatment Plant on Pink Row.

Motion made by Commissioner Siragusa, seconded by Commissioner Thorn, discussion, Administrator Lynch stated he will fine tune the document prior to sending out the RFP and he will meet with Mr. Walters and report back with the Commission prior to doing so. Chairman May suggested sending the RFP out by July 13, 2012 with a thirty day response time for proposals, making a deadline of 2:00 p.m. on August 17, 2012 for bid submission. He stated the item will have to get approval of the Town Council and he hopes to have a final decision in place by the first of the year. Roll call vote, 5-0, voting in favor were Commissioners Murphy, Schober, Siragusa, Thorn and May. Voting in opposition, none.

2. SAR 2012-017. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to adopt the Policies and Procedures of the WPCA to include the WPCA Rules and Procedures, Use of Equipment and Vehicles, Visitors in the Workplace, Personal Appearance and Operation of Equipment by Non-WPCA Employees as amended by the Commission and reviewed by the Town Attorney.

Motion made by Commissioner Schober, seconded by Commissioner Thorn, discussion, Chairman May stated there have been ongoing meetings regarding the amendments to the Policies and Procedures of the WPCA document for the past eight months and he has met with the Town Attorney who looked over the document and she has made amendments to the document as well. The Commission reviewed amendments made to Use of Equipment and Vehicles, Visitors in the Workplace, and Personal Appearance sections of the document. The Commission reviewed the policy named "Operation of Equipment by non-WPCA employees" and authorized the implementation of the document into the Rules of Procedure document.

Roll call vote, 5-0, voting in favor were Commissioners Murphy, Schober, Siragusa, Thorn and May, voting in opposition, none.

Motion made by Commissioner Schober, seconded by Commissioner Thorn to add agenda item q (2) THE TOWN OF MONTVILLE HEREBY RESOLVES TO authorize Branse, Willis and Knapp, LLC to negotiate a proposed easement agreement with Lawall Realty on behalf of the WPCA. Discussion, none, voice vote, 5-0, all in favor, motion carried and the agenda was amended.

q. New Business

1. To consider and act on a motion to discuss the purchase of vehicles for WPCA operations.

Motion made by Commissioner Schober, seconded by Commissioner Thorn. Discussion, Chairman May stated he has asked Administrator Lynch to look into more fuel efficient vehicles for daily operations of the WPCA. Administrator Lynch discussed the mileage and age of the current vehicles used by the WPCA, stating there could be money savings if there is a vehicle available to use that is less than an eight cylinder vehicle. He is proposing purchasing cars that get at least twenty four miles per gallon. He discussed fuel costs over the years and stated the vehicles proposed for purchase would save the WPCA money in fuel costs. All of the vehicles on the list submitted are on the State bid. It is not the intent to eliminate the trucks from the fleet, but instead to use the cars when it is more efficient to do so and a truck is not required for the job. The Commission asked for a comparison sheet that would compare at least three vehicles.

2. SAR 2012-018. THE TOWN OF MONTVILLE HEREBY RESOLVES TO authorize Branse, Willis and Knapp, LLC to negotiate a proposed easement agreement with Lawall Realty on behalf of the WPCA. Discussion, none. Roll call vote, 5-0, voting in favor were Commissioners Murphy, Schober, Siragusa, Thorn and May. Voting in opposition, none.

r. Reports/referrals from Planning & Zoning – none.

s. Payment of bills

1. SAR 2012-019. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of one thousand eight hundred dollars and fifty cents (\$1,831.50) per attached Schedule A.

Motion made by Commissioner Murphy, seconded by Commissioner Thorn, discussion, none. Roll call vote, 5-0, voting in favor were Commissioners Murphy, Schober, Siragusa, Thorn and May. Voting in opposition, none.

2. **Water Commission**

- a. Report from Sub-Committees – none.
- b. Report from Engineers – none.
- c. Old Business – none.
- d. New Business –none.
- e. Payment of Bills – none.
- f. Executive Session – none.
- g. Remarks from Commission Members

Commissioner Siragusa suggested replacing at least two water meters that supply water per hour readings to determine when water is in use for areas that are in dispute.

Administrator Lynch stated he will not be available to attend the August meeting as he will be away or his thirtieth wedding anniversary.

A discussion was held regarding cancelling the August meeting.

Motion made by Commissioner Siragusa, seconded by Commissioner Thorn to cancel the August, 2012 Water and Sewer Commission meeting. Discussion, none, voice vote, 5-0, all in favor, motion carried.

h. **Adjournment**

Motion made by Commissioner Schober, seconded by Commissioner Siragusa to adjourn the meeting at 9:00 p.m. discussion, none, voice vote, 5-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville.

Schedule A

Branse, Willis & Knapp, LLC		\$1,831.50
	Total:	\$1,831.50