

Approved: _____

Regular Meeting Minutes
Town of Montville Water and Sewer Commission
Monday, March 3, 2014
Town Council Chambers – Montville Town Hall – 7:00 p.m.

1. Water and Sewer Commission

a. Call to Order

Town Councilor May called the regular meeting of the Water and Sewer Commission to order at 7:00 p.m.

b. Pledge of Allegiance

All stood and pledged the flag.

c. Roll Call

Present were Commissioners Adams, Murphy, Siragusa, and Thorn. Also present was Administrator Brian Lynch, Superintendent Michael Didato, and Town Council Liaison Timothy May. Absent were Commissioner Schober and Mayor Ronald McDaniel who had an illness in the family. Town Councilor May gave a welcome to Commissioners Adams and Murphy.

d. Alterations to the Agenda

Motion to move Item 1.d.1 under Water Commission to Item 1.e.1 under Water and Sewer Commission made by Commissioner Siragusa; seconded by Commissioner Thorn; discussion, none; voice vote, 5-0; all in favor; motion carried.

e. To consider and act on a motion to approve the Special Meeting Minutes of February 6, 2014.

Commissioners agreed to postpone the vote until its next regular monthly meeting.

e.1 Presentation from Chris Clark of MUTA regarding the Water Division Permit Application.

Chris Clark, chair of the Southeast CT Regional Technical Water Advisory gave a presentation on the evolvement of the 2005 Inter-regional Response Plan to its current status as the regional Emergency Response Plan--a community of towns who have grouped together to look at the system. Although a slow process, C. Clark talked about putting diversionary permits in place with the DEP so that towns can access water more easily working cooperatively together in times of emergency. He explained that the plan is a proactive one to facilitate the sale of excess water and diversionary measures to take care of emergent needs and not stymie access to town water. C. Clark cited the incident that occurred on Long Hill Road in Groton last year as an example. During discussion, the Commissioners asked how the water would be used and where Montville would obtain water if access to it was lost. Superintendent Didato stated that the crux of the system is that water cannot now be obtained expeditiously unless Governor Malloy deems an event as catastrophic. When asked by Town Councilor May what it would take to implement the plan, C. Clark replied that he was looking for cooperation from the communities to sign on, particularly tangent communities that do not have water sources of their own. He added that an MOU would not be needed as the plan will run integral with a water system. The draft permits for the same were given to Administrator Lynch and they will acknowledge that Montville will

work cooperatively with the plan. Town Councilor May described the draft permit as a “pre-approved emergency permit.”

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

Town Councilor May referenced a meeting to be held on March 11, 2013, at 4:00 p.m. with Mayor McDaniel, Administrator Lynch, Superintendent Didato, Town Planner Vlaun, and Sarah Cwkila, a project director at GHD Civil Engineering and the Town’s water engineer, for further discussion regarding the proposed water extension on Route 163 and Route 32. He also commented that he would like the presentation given by S. Cwkila to the Commission at its September 2013 to be given to the Town Council.

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

Commissioner asked three times for remarks. There were none.

h. Report from Commission Attorney on Matters Referred

Town Councilor May introduced Attorney Caleb Hamel, who was invited by Superintendent Lynch to attend the meeting. The attorney said that he joined the firm last year and has a background in architectural law but is not a licensed engineer.

i. Report from Administration Division

Administrator Lynch submitted a report for February 2014 as follows (*submitted in the packet*):

1. Chris Clark will be attending our meeting on the March 3rd. He will give a small presentation about the water permit application that Southern Connecticut Water Authorities is working on. He will also talk about the concept of interconnecting water systems in case of disasters.
2. I have put the proposed sewer and water budgets for fiscal year 2014-2015 in the Drop-box for your review. Again this year, I included a small narrative outlining some of the areas that have increased or decreased.
3. Maureen and I have been aggressively pursuing past due accounts this quarter. We have been working with Ray Dussault (the Connecticut State Marshal) to go after some of the bigger delinquent customers. We’ve brought in around \$20,000 so far from customers who have not been current with us for a number of years. Unfortunately, foreclosures are helping us also. Banks have been paying off delinquent accounts when they take possession of foreclosed properties.
4. I put the latest invoice for T. McNally’s unemployment in your Drop-box.

Superintendent Lynch stated that February was a short month with not much to discuss. Town Councilor May reported that he and Superintendent Lynch would be attending a conference in Florida on March 6, 2014, regarding digester issues.

j. Report from Operations Division

Superintendent Didato submitted his February 2014 that was included in the package as follows:

1. With the available data to date, the Water Pollution Control Facility (WPCF) continues to be in full compliance of its NPDES permit.
2. There were no treatment plant odor complaints last month.
3. Sludge thickness averaged 5.4% for last month.
4. We averaged 52 lbs/day of nitrogen in our discharge over the last month.
5. We received our new NPDES permit from the DEEP. Most of it is the same as our last permit. The most significant change from the old permit is the revised bacteria monitoring requirements for fecal coliform and enterococci. UPDATE: We procured the required lab equipment and are learning how to use it properly. I am also progressing on the new reporting requirements.
6. Regarding the new generator and headwork's project. Nothing physical going on here at the facility last month.
7. We have seen a greater reduction of overtime again this month.
8. On a not so good note: We have had more problems with our new turbo blower. As you may remember we had problems getting support the last time it failed. UPDATE: It is in Houston getting repaired. I expect to see it back at the plant in March.
9. There is no way I can get through this report without saying snow can be an inconvenience to many. However, frequent snow for our water and sewer department is extremely challenging. Keeping the treatment plant, pump stations, water stations, and hydrants clear is a labor intensive and time consuming endeavor. It's not just plowing. It requires good old fashion snowplowing and shoveling. The men have worked hard!

Superintendent Didato responded to questions by Town Councilor May and Commissioner Thorn as to whether the turbo blower was under warranty, the cost for its repair and for an extended warranty. Superintendent Lynch agreed to research those costs. Town Council May asked for costs for equipment to be installed at the treatment plan regarding the nitrification of the SPRs.

k. Report from the Mayor

Mayor McDaniel was absent from the meeting.

l. Report from special or sub-committees -- None

m. Report from Engineers -- None

n. Old Business -- None

o. New Business

1. To consider and act on a motion to approve the Sewer budget for fiscal year 2014-2015 in the amount of \$5,148,849.00 (five million one hundred forty-eight thousand eight hundred forty-nine dollars).

Motion to approve the Sewer budget for fiscal year 2014-2015 in the amount of \$5,148,849.00 (Five Million One Hundred Forty-Eight Thousand Eight Hundred Forty-Nine Dollars) was made by Commissioner Thorn; seconded by Commissioner Murphy. Discussion—Administrator Lynch reviewed the proposed budget that he said was a collaborative effort with Administrator Lynch and Maureen Benway. He answered questions of the Commission concerning reduced costs for office supplies, legal services, fuel for vehicles, fuel for generators, and miscellaneous costs cited by Town Councilor Lynch. Administrator Lynch also discussed the collaborative effort of the Town, the WPCA, and the Board Education to obtain an electrical supplier to reduce this line item cost. Commissioner Siragusa asked about the vacuum truck and the returns for the same. Commissioner Thorn questioned the decrease in the medical line item that is due to fewer employees. Administrator Lynch also addressed the decrease in revenue attributed to the Mohegan tribe, Rand Whitney, and the electric contract. Town Councilor May gave praise for the reduction in overtime especially in this economy; Administrator Lynch gave credit to Superintendent Lynch and SCADA. Commissioners Siragusa and Thorn commented on the “excellent” and “easy to understand” report. Roll Call vote, in favor were Commissioners Adams, Murphy, Thorn, Siragusa, and Town Councilor May; vote 5-0; motioned carried.

2. To consider and act on a motion to waive the bid policy with regard to the purchase of Munis financial software. And authorize the WPCA Administrator to enter into the agreement with Tyler Technologies upon review by WPCA Attorney.

Motion to consider and act on a motion to waive the bid policy with regard to the purchase of Munis financial software and authorize the WPCA Administrator to enter into the agreement with Tyler Technologies upon review by WPCA Attorney made by Commissioner Siragusa; seconded by Commissioner Murphy. Discussion—as he discussed last month, Administrator Lynch talked about the failing of the current system to carry/access two years of data. He described the new software as a sole service unit that will be compatible with the Town’s data system and he added that the proposal for the software was reviewed by Attorney Hamel. The cost for software, \$175,000, would require an annual maintenance/upgrade at a cost of \$22,000. The system overtime will save money for overtime by having the ability to print bills and add notes to the bills. Backup for the software will be done offsite. Roll Call vote; in favor Commissioners Adams, Murphy, Thorn, Siragusa, and Town Councilor May; vote 5-0; motion carried.

p. Reports/referrals from Planning & Zoning

Commissioner Siragusa reported that in the last couple of months subdivisions have been changed.

q. Payment of bills

Administrator Lynch reported that he was noticed by email that the December bills are under review.

1. **Water Commission**

a. Report from Sub-Committees -- None

b. Report from Engineers -- None

c. Old Business – None

1. To act and consider on a rate increase for all water service located within the Town of Montville service area to be effective July 1, 2014. Then forward to the Town Council for final approval and public hearing.

THE WATER POLLUTION CONTROL AUTHORITY FOR THE TOWN OF MONTVILLE HEREBY RESOLVES: To approve the Water Rate increase for all water service located within the Town of Montville service area to be effective July 1, 2014. Then forward on to the Town Council to set the public hearing and final approval. Motion made by Commissioner Siragusa; seconded by Commissioner Murphy; Discussion—Administrator Lynch was asked by the Commission to revise proposal for the rate increase to reflect a rate structure that will not need to be raised annually. Roll call vote, none taken.

Motion made by Commissioner Siragusa to withdraw the motion made to approve the water rate increase; seconded by Commissioner Thorn; discussion, none; voice vote 5-0, all in favor; motion carried.

d. New Business

1. Presentation from Chris Clark of MTUA regarding the Water Diversion Permit Application.

This item was moved up on the agenda.

2. To consider and act on a motion to approve the Water budget for fiscal year 2014-2015 in the amount of \$1,210,250.00 (one million two hundred ten thousand two hundred fifty dollars). Then forward to Town Council for final approval.

Consideration and approval of the 2014-2015 water budget was tabled. Administrator Lynch will bring back a revised budget to reflect the water rate increase for discussion at the next regular meeting.

e. Payment of Bills – None.

f. Executive Session --None

g. Remarks from the Public -- None

h. Remarks from Commission Members

Town Councilor May gave a welcome back Commissioner Murphy.

i. Adjournment

Motion made by Commissioner Siragusa, seconded by Commissioner Thorn to adjourn the meeting at 8:37 p.m.; discussion, none; voice vote, 5-0; all in favor, motion carried.

Respectfully Submitted by:

Gloria J. Gathers
Recording Secretary, Town of Montville