

Town of Montville Water Pollution Control Authority  
Special Meeting Minutes of Tuesday, March 22, 2011  
5:30 p.m. – Room 102 – Town Hall

1. Call to Order

Chairperson May called the special meeting to order at 5:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Present were Commissioners Hillman, May, Schober, Siragusa and Thorn. Also present was Administrator Brian Lynch, Superintendent Michael Didato and Attorney Ron Ochsner.

4. Remarks from the Public Regarding Items on the Agenda.

Chairman May asked three times if there was anyone from the public who would like to address the Commission.

5. New Business

a. To consider and act on a motion to interview Municipal & Financial Service Group of Annapolis, Maryland for Rate Consultant Services.

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

Mr. Edward J. Donahue III, CMC, President of Municipal & Financial Services Group, and Mr. George M. Pendleton, PE, Principal Engineer of Kleinfelder Sea were present for the interview. Mr. Donahue started by submitting a color presentation to Selection Committee dated March 22, 2011 to each person present regarding the Town of Montville WPCA Sewer Use Rate Study. (See attached as Schedule A). The document reviews the project team qualifications, project understanding and approach, related experience and a summary. Both members of the team discussed their knowledge and experience as it relates to the qualifications requested by the Town of Montville WPCA. They reviewed related projects they have worked on and the end result of each. They answered the following list of questions presented by the Commission;

1. State the qualifications, certifications, and experiences of the engineers who will be responsible for determining the rate cost percentages with respect to the Rand Whitney contract with the Town of Montville.
2. Have any of the engineer(s) and or technical staff working on rate studies ever been subject of a professional disciplinary action or called to defend their work in a case against you or your client?
3. Is anyone in your engineering firm performing any type of work for the Town of Montville or Rand Whitney Containerboard? And have they done any work for either party in the last five years?
4. Has your firm ever participated in a rate study where there was a paper industry with high BOD and TSS discharged into the town system, and how did you evaluate them?
5. Has the engineer(s) you anticipate being in responsible charge of these two studies previously prepared the following;
  1. a sewerage treatment rate based upon a contractually agreed method;
  2. A system wide rate study?

6. Can you give us an overview on the steps your firm will take as they prepare to gather information on the rate study, and will your study be based on established precedent that may be challenged in an arbitration hearing?
7. Can you give us examples of the systems that you have performed rate studies on and how they might be pertinent to our system?
8. Will your firm be prepared to support and defend your Rate Study with documentation and expert witnesses in the even of litigation? Has anyone on your team ever been subject to a deposition?
9. Can you support a timeline or completion date for the scope of work required at this rate study on or before June 1, 2011?

Chairman May gave a brief overview of events to date and the need to conduct a rate study. He stated he would like this rate study to be an independent study with transparency for all to see. He stated there may come a time for the company to defend their numbers and inquired if they are comfortable being deposed. Both Mr. Donahue and Mr. Pendleton stated they are comfortable with a deposition and answered related questions from the Commissioners They wrapped up their presentation by stating they are confident they will have the scope of work completed by June 1, 2011 as requested providing they are provided with adequate information to do so and they do not have a conflict with anyone on their team who has or is working for Rand Whitney over the past five years. They stated they would like to spend time at the sewage treatment plant to see how it operates and to become familiar with it's operation. Mr. Donahue stated his company is a good choice for hire because they guarantee their performance, they are an independent company with no baggage and they form relationships with their clients that last for years. He urged the Commission to choose their firm to conduct the Rate Study and thanked them for listening to their proposal.

Chairman May thanked Mr. Donahue and Mr. Pendleton for a great presentation and stated the WPCA will interview one more company on March 23, 2011 before making a decision to award the contract on Monday, March 28, 2011 at 6:00 p.m.

(Schedule B, attached is a copy of the Town of Montville Water Pollution Control Authority Request for Qualifications for a Sewer Use Rate Study for its sanitary Sewer Collection and Treatment System).

6. Remarks from Commissioners – none.
7. Remarks from the Public regarding items on the agenda

Chairman May inquired three times if there was anyone from the public who would like to address the Commission.

8. Adjournment

Motion made by Commissioner Hillman, seconded by Commissioner Siragusa to adjourn the meeting at 7:30 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