

Meeting Minutes

Town of Montville Water Pollution Control Authority
Monday, August 1, 2011
Town Council Chambers – Town Hall – 7:00 p.m.

1. Water and Sewer Commission

a. Call to Order

Chairman May called the regular meeting of the Water Pollution Control Authority to order at 7:00 p.m.

b. Pledge of Allegiance

c. Roll Call

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

d. Alterations to the Agenda – none.

e. To consider and act on a motion to approve the meeting minutes of June 6, 2011.

Motion made by Commissioner Thorn, seconded by Commissioner Hillman to approve the meeting minutes of June 6, 2011 as submitted. Discussion, none, voice vote, 5-0, all in favor, motion carried.

f. Communications pertaining specifically to matters which concern the Commission

1. The list of WPCA property sold at public auction.

Administrator Lynch stated this information was requested at the previous meeting. Chairman May stated in the future there needs to be better communication and items sold at auction should be presented to the Commission prior to the sale. Commissioner Hillman suggested setting a dollar limit for the financial policies of the items that are sold. She suggested setting the limit of one thousand dollars for items presented to the Commission that are going to be sold at auction. Anything below a purchase price of one thousand dollars does not have to be presented to the Commission prior to the sale of the item.

2. A letter addressed to Mayor Jaskiewicz dated July 19, 2011 from Superintendent Michael Didato regarding the Senior Certified Laboratory Technician.

The Class III Operator has left his position with the WPCA to take a position in another municipality. The job was posted in house and filled internally with a qualified candidate.

3. A copy of the Policies and Procedures for the WPCA.

Chairman May asked that the Commission review the Policies and Procedures, make suggestions they feel are relevant and should be included or amended at a future workshop/meeting of the Commission.

4. A letter from the Union regarding the employment contract of the Assistant Superintendent of the WPCA.

Chairman May and Mayor Jaskiewicz received a letter from the President of the Montville WPCA Local 1303-341 AFL-CIO dated July 25, 2011 and addressed to Chairman May. The letter states that the contract of the current Assistant Superintendent expired on June 30, 2011 and it suggests the position be posted to allow for current WPCA employees to apply for the position as the position no longer requires obtaining a Class III license and there are people who may be interested and qualified to fill the position. Superintendent Didato submitted for the Commission generic facts that led up to the posting of the position internally. He stated there were no individuals with a Class III that expressed interest in the position, two candidates were interviewed that have Class II at that time and one of the candidates was interviewed although he did not meet the requirement of the five years experience required for the job. Commissioner Thorn asked why this is being challenged at this time and asked if there was an initiative to prompt the Union to write the letter to the Commission. Copies of the letter and Superintendent Didato's information were given to the Commission for review and discussion later in the meeting.

- g. Remarks from the Public Regarding Items on the Agenda. Each speaker will be limited to three minutes of speaking time, including questions and answers for information. Debate with Commission members will not be allowed.

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

- h. Executive Session – none.
 - i. Special Recognitions/Presentations – none.
 - j. Report from Commission Attorney on Matters Referred

Administrator Lynch stated Attorney Ochsner was unable to attend this meeting, but he has indicated the thirty days has gone by regarding the Lakowski property and he will be recording the deeds in the near future. Mr. Bourdeau is eager to get the property fenced off so that he can store town materials on the site.

- k. Report from Operations Division

Superintendent Didato stated on Friday at 2:00 p.m. he opened six packages for the Request for Qualifications for the review of the proposed treatment alternatives. He suggested assembling a selection committee to determine the best candidate for the job. Chairman May stated he would like to set up a sub-committee consisting of Superintendent Didato, Administrator Lynch, Assistant Superintendent McNally and Commissioner Siragusa to pick one or two of the qualified candidates and present them to the WPCA to select one engineer for the project.

Motion made by Commissioner Thorn, seconded by Commissioner Schober to appoint Administrator Lynch, Superintendent Didato, Assistant Superintendent McNally and Commissioner Siragusa to a sub-committee to investigate the best candidates for the RFQ and to present the candidate(s) to the WPCA for review. Discussion, Commissioner Hillman inquired if there can be a sub-committee of the WPCA that is made up of Administrative heads and not of the WPCA Commission, Chairman May stated that the individuals are going to do all the background work to determine the best company to provide services to the WPCA and he feels

confident the individuals are qualified to make a good choice. Voice vote, 5-0, all in favor, motion carried.

Superintendent Didato discussed item #13 of his report, stating he is anticipating money to replace a vehicle for the WPCA. He is taking the advice of the WPCA and looking into a vehicle that is smaller in size and more suited for the workload. He is going to look into State bids and inexpensive vehicles to best fit the needs of the WPCA within a budget. He stated he does not need a 4x4 vehicle and is considering a reliable vehicle that gets good gas mileage.

- 1) With the available data to date the Water Pollution Control Facility (WPCF) continues to be in full compliance of its NPDES permit for 2011.
- 2) There were no treatment plant odor complaints last month.
- 3) Sludge thickness averaged 4.8% over the last 2 months.
- 4) We averaged 134 lbs/day of nitrogen in our discharge so far this year. Our limit for calendar year 2011 is 130 lbs/day.
- 5) We ran a communication wire from the front barn to the alarm panel. This wire will be used to notify us if there is any water shortage going to RW
- 6) Our SBR #2 waste pump stopped working and had to be replaced. Somehow the pull chain was disconnected to the submersible pump. This required us to pump down the tank to pull the pump out
- 7) The gear box on SBR #3 decanter bound up and was replaced. The gear box for basin #1 had a similar problem.
- 8) We had our bi-annual inspection of our 2 hot water heaters
- 9) Tom and I gave a tour to a Montville Patch writer.
- 10) We cleaned out the contact chamber. (pumped it out and fire hosed the walls off) This reduces the amount of CL2 used for disinfection.
- 11) Repaired another yard hydrant at our facility.
- 12) The installation of the turbo blower has began. The control panel was installed and the blower is expected to arrive in about a month.
- 13) Our operators often use old police cruisers for running around town. One of the two had to be taken out of service. It just had to much rot on the undercarriage to be safe. The remaining cruiser constantly has issues that require repair. With that said, I would agree with Chairman May that it may be best to get a more efficient vehicle as compared to a full size 4 wheel drive Truck.
- 14) We had to pull the cl2 mixer out of the contact chamber and have work done on it.
- 15) Our treatment plant has 4 main power disconnect switches. One of the switches had been tripping for no apparent reason. At times it could not be reset. It is made up of mechanical and electronic components. The first price we received for a suitable replacement was \$6,000. After quickly calling and inquiring to many electrical contractors, we were able to replace and resolve the problem for \$1,850.
- 16) We experienced an anomaly with the operation of one of our main plant generators regarding voltage output. This was repaired and works fine now.
- 17) As required by the State of Connecticut, we have completed our storm water permitting process.
- 18) Our WPCA Lab tech has resigned and has been replaced by our WPCA Maintainer. Fortunately the maintainer had been taught the fundamentals of the job previously and had been filling in for lab duties when our Lab Tech had taken vacation time. We now are operating without a maintainer. This time of year is extra difficult to be without a maintainer. Keeping our grass cut has now been shifted to whomever has the time to do it.
- 19) We had to rebuild a major air check valve for SBR # one
- 20) We received a letter from The Connecticut Association of Water Pollution Control Authorities (CAWPCA). A summary of the letter is that 50% of today's water and wastewater operators will retire within the next five years. *The big question is how water Pollution Control Authorities (WPCAs) in our towns and cities will attract people to fill these positions or encourage employees at their facilities to fill these leadership roles.*

The CAWPCA recommends that employers find compensations that are competitive and fair that are not overbearing to the taxpayers.

The following table represents the pass/fail percentages for the

CT. DEP Wastewater Operator testing

Jul-09	% Pass	% Fail	Jan-10	% Pass	% Fail
Class 1	77%	23%	Class 1	66%	34%
Class 2	61%	39%	Class 2	42%	58%
Class 3	10%	90%	Class 3	32%	68%
Class 4	13%	88%	Class 4	0%	100%

COLLECTION SYSTEM

- Our Peter road pump station is about 30 years old. We were having problems getting parts for the original controls. We retrofit a new panel with new controls. We now have a new generator connection, level indicators, and a main power disconnect switch. It is very much like a new station.
- Tom has spoken with the engineers for the new sex offender facility. They are moving forward with the project and will be connecting to both water and sewer.
- D'Amato pump station had a faulty float. It has been replaced and works properly. That station utilizes floats to turn the small pumps on and off.
- We have a new connection on #11 Dennis Drive. This is in the new sub-division off of Gay Hill Road
- We had a mysterious connection to a manhole located on Route 32. This connection has been capped off. It introduced an undetermined amount of what looked like storm water into our sewer system.
- We had a power failure for most of Route 32 on July 23rd. It effected about 8 pump stations. A generator at one of the stations did not start on its own. A portable pump was set up while diagnosing the generator problem. Some wastewater escaped from the manhole located at the station. As required, it was reported to all of the appropriate agencies.

POTABLE WATER

- The potable water booster station on Maple Avenue is moving along slowly. The pressure test was witnessed. Had some difficulty getting the station to pass cl2 testing. The building is built and the pumps should arrive on July 29th. We may see the station in operation by August if all goes well.
- 4 water connections were shut off this quarter for non-payment. All have paid since
- The RPZ station near Golden Road has been painted.

FOG

- Herbs is now in compliance
- Oakdale pizza is now in compliance
- Dot's has started selling food. As a result they are classified as a Class III food establishment requiring FOG compliance. They have installed an AGRU and are in good standing.

1. Report from Administration Division

Administrator Lynch stated he has been in touch with Mr. Cobery and the agreement will be signed and sent out soon. The finances are moving along smoothly, the checks have been signed by the Mayor and Ms. Hart and Ms. Benway has done a fantastic job working with the Finance Department and everyone should be commended for a job well done. Everyone is still working

on closing out the end of the year and the financial reports sent to the Commission will be generated by the WPCA office next month.

1. The finances have officially started in the WPCA office. We will close out some invoices upstairs in the Town Finance office until the end of July. The auditor recommended that we do that. We had the new Audit Firm come in and talk to Maureen and I to be sure we follow the procedures they want us to adhere to. They made some recommendations and we have already implemented them. Pam and Maureen have worked together to make sure that the transition went as smooth as possible. So far everything is going well.
2. The MOU's between the WPCA and Rand-Whitney have been signed by the WPCA and the Town. I have sent the MOU's to Jim Cobery for his signature. I will file them in the Town Clerks office as soon as I receive them.
3. We have had several Engineering firms inquire about the RFP to review the treatment alternative that Rand-Whitney is going to present to us. The Engineering companies have until July 29th to submit the proposals.
4. Attorney Ochsner is finishing the paper work for the transfer of property with GL&C. The public works director has indicated that he will work with us in helping with the expense of fencing the area.
5. I have spoken to local real estate agents on the cost of commercial property and the cost businesses are charged per square foot. The going rate for southeastern Connecticut is \$12.00 per square foot. The WPCA acquired 165 additional square feet of space.
6. We will interview for the temporary position the first week of August. We had a few people respond to the advertisement. Maureen, Terry Hart (the finance director) and I will make a recommendation for the commission to hire.
7. There was a question about what were the items that were sent to the Town's auction at our last meeting. Tom provided me with the list and I have put it in your packet.

m. Report from the Mayor

Mayor Jaskiewicz stated the pump station is moving forward although it is moving at a slow pace. Once completed the pump station will benefit the entire area and he is working on a STEAP grant to purchase the property at the end of the road. There are several hundred homes that will benefit from better fire suppression once this job is created. He is going to ask Planning & Zoning to look for an 8-24 for additional property further up on Maple Avenue that may be donated to the town. The property could possibly be used for an additional pump station in the future.

n. Report from special or sub-committees – none.

o. Report from Engineers

Mr. Bernie Baker, Nathan Jacobson, distributed handouts to the Commission including pictures taken at the pump station and a copy of the contractor's schedule for review. He stated progress in the beginning of the project was slow, but at this time the contractor is ahead of schedule and someone has been on the site working every day. He reviewed the contractor's schedule with the Commission, and stated most of the big equipment is on its way to the site, the prefabricated pumps are due toward the end of the week and they are anticipating installation when they arrive, there will be a lot of electrical work and piping associated with the installation. The generators are also due in this week. The schedule calls for completion in late September or early October and they are on schedule with the project. There will be an additional eleven hydrants once the installation is complete. The Commission thanked Mr. Baker for attending the meeting on short notice.

Mr. Richard Kruczek, URS Corp, submitted the following report for the Commission to review;

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

Project 36938180 – Other Engineering Support (CV \$ N/A, B \$47,361) RK

Additional support as requested.

Project 36938480 – SBR Blower Mod (CV \$47,600 B \$37,176) RK, AA

Bids were received on January 19, 2011. The apparent low bidder was Weston & Sampson CMR Inc. with a bid of \$239,500. The bids ranged from the low of \$239,500 to \$315,085. Engineers estimate was \$258,000 plus a contingency of \$25,800 or a total of \$283,800. Contract with Weston and Sampson was executed March 7, 2011. Preconstruction meeting convened at the WPCF March 17, 2011. Contract start date was April 1, 2011 with project startup and acceptance by December 26, 2011. The revised turbo blower shop drawing dated 5/10/2011 was approved, and the blower equipment is currently being fabricated. Weston & Sampson (W&S) indicated tentative delivery around mid-August. W&S will firm up the schedule with the manufacturer as the time gets closer. Review of the dissolved oxygen sensor and controller shop drawing is underway. The concrete pad for the new motor control center (MCC) section was poured. The electrical subcontractor is scheduled to install the new MCC sections on July 6 for the turbo blower. Shop drawings for cable, conduit and other basic electrical materials are forthcoming from the Contractor.

Project 36938373 – SSES LS Tasks (CV \$221,586, B \$124,753) RK, JJ

Smoke Testing, Flow Isolation, Manhole Inspection, Above Ground Survey, and Building Inspections are now complete. We are in the process of entering the findings into the program with recommendations for rehabilitation. The final report has been started and we hope to wrap up the report in the next two months.

Project 36938383 – SSES IC Tasks (CV \$56,067, B \$22,867) RK, JJ

Flow Isolation and CCTV work is now complete. We needed to perform additional CCTV and have received the data from National Water Main Cleaning Company. We are currently in the process of reviewing the videos and making the repair recommendations. This task should be complete by 7/8/2011. All that remains is writing the final report.

Montville Open Tasks

Open Unpaid Invoices as July 5, 2011

Invoice # Project # Date Amount
CV – Current Contract Value, B – Billed

Mr. Kruczek stated the only item left to complete is the finalization of the report for the I & I Study and he anticipates that to be completed by the 26th of the month. He will submit a draft of Phase II with recommendations for sewer rehab with sources found over the past year for the next meeting. The infiltration work was done in one subsystem on the far edge of town on the west side and inflow was done at seven subsystems, he is still wrapping this up and he will produce the numbers and findings for next month's meeting broken down by source type, I & I type and construction dollars for what it would cost to rehab the collection system. There were a number of items founds, private sector work, sump pumps, manhole covers taking inflow, but did not find anything in the way of catch basins connected to the sanitary and that is a good thing. Most of the stuff is related to covers, cover inflow, infiltration in the sanitary sewer system and private sector. The collection system in general is in fairly good condition, there were no high infiltration rates. He discussed the blower project, he distributed the copy for the Commission to review. The turbo blower is currently in fabrication, Weston and Sampson indicates shipment in mid August. The new motor control center sections dissolve oxygen sensors and controllers, concrete pad for the blower, heat exchanger unit and the pipe were installed. There has been progress made in anticipation of the new blowers. The shop drawings for the conduits and cables have been approved and returned to the contractor as well as the stainless steel piping and copper tubing shop drawings. The contractor's application for payment number two was reviewed and sent for approval from the WPCA. He discussed the RFQ that went out for the review of the pretreatment facility, stating he appreciates the opportunity to assist the WPCA on short notice but he was taken back because he thought his company was the engineer of choice to carry on the duties of the analysis of the review but instead the WPCA went out for RFQ. He did submit two letters of recommendation on the review of the documentation as requested by the WPCA. All of the documentation was reviewed so they

could make recommendations as to what should be covered by Woodard & Curren in their design. The second letter is a breakdown of concerns that the WPCA may want to take into consideration to protect their interest regarding the municipal treatment side and the impacts that could be there. He is familiar with the project at hand and he does have a staff of over three hundred industrial and municipal engineers at hand and are very capable of doing the job for the WPCA if they are chosen to do so. He questioned why the Commission decided to go out for an RFQ on this project when he thought URS was the engineer for the WPCA. Chairman May stated the RFQ was to make sure the WPCA obtains the correct expertise they need and it was not to exclude URS as they have done good work and the WPCA would appreciate if URS would submit for the job.

p. Old Business

Administrator Lynch discussed the manhole covers and the proposal to raise them with the bonding money. Mr. McNally has been in contact with a number of companies over the years and the present company used by the WPCA is RB Vail Co. and their price can not be beat per manhole cover and he proposed asking the Town Council for permission to waive the bid policy in order to hire the Vail Co. to do the job. The company has decided to honor their bid price from 1989 at five hundred and fifty dollars per manhole cover. The Town Council has waived the bid process in the past and it would be in the best interest of the Town to do so again. The manhole covers have to be unearthed and raised to grade and meet today's standards. There are approximately three hundred covered manholes at this time at a cost of five hundred dollars a piece. The Vail Co. is locally based and is willing to do the job for the lowest price, the company is reliable and has done work for the town in the past and is reliable.

Motion made by Commissioner Siragusa, seconded by Commissioner Thorn to request permission from the Town Council to use the existing vendor, RB Vail Co. to raise the manhole covers in the town and to waive the bid process. Discussion, a discussion was held regarding whether or not the WPCA requires authorization from the Town Council to waive the bid process. Administrator Lynch stated each manhole cover costs approximately five hundred and fifty dollars but the overall job is estimated at one hundred and fifty thousand dollars. Councilor Hillman stated she did not believe the WPCA needs the blessing of the Town Council to waive a bid. Commissioner Siragusa inquired if the Town is still paving over the manhole covers and Administrator Lynch stated he does not believe so, but he will check with Public Works to determine if they are continuing to do so. Mr. Richard Kruczek, URS Corp. discussed the specifications and construction standards for raising manhole covers today and how manhole covers are to be placed on the manholes themselves and suggested the Vail Company comply with those standards as they are different standards than accustomed to. Administrator Lynch stated he will inform Mr. Vail of the new standards. Roll call vote, 4-0-1, voting in favor were Commissioners Hillman, Schober, Siragusa, and Thorn. Abstaining from the vote was Commissioner May, motion carried.

q. New Business

SAR 2011-022. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to transfer \$415,413.58 into the legal line item #70918-52041 for fiscal year 2010-2011 Sewer per Schedule A attached.

Motion made by Commissioner Schober, seconded by Commissioner Thorn, discussion, Chairman May suggested the Schedule A be attached to the meeting minutes. Administrator Lynch stated the money is leftover from litigation, it is the last of the legal fees from arbitration, he thanked Superintendent Didato and Assistant Superintendent McNally because the savings are

leftover from saving from the plant and they did a great job saving the WPCA money. This request is a line item transfer for the end of the year, it is a formality only as everything has been paid for already. Roll call vote, 5-0, voting in favor were Commissioners Hillman, Schober, Siragusa, Thorn and May. Resolution adopted.

r. Reports/referrals from Planning & Zoning

Commissioner Siragusa stated the Southeast Water Authority is in discussion regarding Millers Pond as a water source and they have indicated they have sent information to the Planning Department. Mayor Jaskiewicz stated they have been in discussions with Regional Planning at the COG regarding Millers Pond as an additional water source for the town.

s. Payment of bills

SAR 2011-023. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of \$7,567.00 (seven thousand five hundred and sixty seven dollars per Schedule A).

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

2. **Water Commission**

a. Report from Sub-Committees – none

b. Report from Engineers – none.

c. Old Business

Administrator Lynch stated he met with the retired Mayor of Groton to discuss the water contract. If the Norwich site gets developed, they will need to purchase as much water as they can for development on the site and it may be to the towns benefit to approach Groton early to negotiate additional water so that if Montville decides to develop more the water will be available. He thinks it is worth negotiating prior to the next contract expiration and would like to plan ahead.

d. New Business

1. SAR 2011-024. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of \$72.50 (seventy two dollars and fifty cents) per attached Schedule B.

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

2. To consider and act on a motion to hear a presentation from residents of Woodland Drive regarding water availability in their area.

Administrator Lynch stated the residents have come to his office and requested to be placed on the agenda and for the second time they did not show up at the meeting. He suggested removing this item from the agenda.

3. SAR 2011-025. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to transfer \$4,559.67 from Training/Membership line item #80999-52121 for the fiscal year 2011-2012 into the Water budget line item 80998-53020 per attached Schedule A.

Motion made by Commissioner Hillman, seconded by Commissioner Schober, discussion, Commissioner Thorn stated Administrator Lynch did a great job estimating the numbers. Roll call vote, 5-0, voting in favor were Commissioners Hillman, Schober, Siragusa, Thorn and May. Resolution adopted

3. Remarks from the Public – Each speaker will be limited to three minutes of speaking time, including questions and answers for information. Debate with Commission members will not be allowed.

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

Chairman May discussed the Policies and Procedures and suggested the Commissioners read the content of the document and make suggestions and comments at a future workshop/meeting. Commissioner Siragusa suggested dating the material as it is submitted to the Commission to keep all the documents in order and for clarification.

4. Executive Session

1. To consider and act on a motion to enter into executive session for the purpose of discussions regarding the employment contract of the WPCA Assistant Superintendent to include members of the Water Pollution Control Authority, Mayor Joseph Jaskiewicz, Superintendent Michael Didato, and Attorney Eileen Duggan.

Motion made by Commissioner Thorn, seconded by Commissioner Hillman to enter into executive session at 8:10 p.m. discussion, none, voice vote, 5-0, all in favor, motion carried and invited parties left Chambers for executive session at 8:10 p.m., returning at 9:24 p.m. Chairman May resumed the meeting and indicated no formal votes were taken during the executive session.

Motion made by Commissioner Schober, seconded by Commissioner Thorn to authorize Mayor Jaskiewicz and Labor Attorney Eileen Duggan to revise the Assistant Superintendent's contract as discussed by the Water Pollution Control Authority and to present the revised contract to the WPCA and to the Assistant Superintendent for his review prior to the next regularly scheduled Water Pollution Control Authority meeting. Discussion, none, roll call vote, 4-1, voting in favor were Commissioners Hillman, Schober, Thorn and May, voting in opposition was Commissioner Siragusa, motion carried.

5. Remarks from Commission Members – none.

6. Adjournment

Motion made by Commissioner Hillman, seconded by Commissioner Thorn to adjourn the meeting at 9:30 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.

Schedule B

Branse, Willis & Knapp, LLC		\$3,509.00
Suisman, Shapiro, Wool, Brannan, Grey and Greenberg	-	\$4,058.00
	Total:	\$7,567.00

Schedule B

Branse, Willis, & Knapp, LLC	-	\$72.50
	Total:	\$72.50