

### **Meeting Minutes**

Town of Montville Water and Sewer Commission

Monday, June 4, 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 7:06 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 Lynch, Mayor Ron McDaniel and Superintendent Didato.

d. Alterations to the Agenda – none.

e. Presentations – none.

f. To consider and act on a motion to approve the meeting minutes of May 7, 2012.

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

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

Administrator Lynch discussed two correspondences with the Commission; the first being the Sanitary Survey Report and then the Consumer Confidential Report. He stated the CCR report will go out to all customers in the mail by July 1, 2012.

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

Mr. Richard Gladeau, 44 Cook Drive discussed the purchase of the VacTruck for the WPCA, stating there are new grease trap regulations that may eliminate the need for the purchase of the truck and he discussed the solar panels for the Treatment Plant and stated they are not very effective and pay back for the cost of the panels could take longer than expected.

i. Executive Session – none.

j. Special Recognitions – none.

k. Report from Commission Attorney on Matters Referred

Administrator Lynch stated he spoke with Attorney Knapp regarding the Water issues and everything is still status quo with nothing new to report. Attorney Ochsner is still out of the office on medical leave.

l. Report from Administration Division

Administrator Lynch submitted the following report to the Commission for the month of May;

1. The auditor's will be coming this month. They were supposed to be in last month, but they needed to reschedule. Maureen and I have been preparing for them to review our accounts.
2. We will be sending out the Consumer Confidence Report (CCR) at the end of the month. This is an overview of the water system for the past year. We have to send a copy of the report to each customer on the Montville water system. The Governor of Connecticut passed legislation this year that allowed us to publish the report in a local newspaper instead of mailing the report to homes. The only problem for Montville is that it will be more expensive to put it in the paper versus mailing. A lot of good that law is to us!
3. There has been no further development with regards to the investigation of Mike, John Lilly and Bob Fish by the people at the Drinking Water division of DEP.
4. I spoke with Ron's (Ochsner) wife last week. He has been moved to the Gaylord Rehabilitation Facility in Wallingford, Connecticut. There still is no change in his condition. His wife wants to thank the WPCA for all their support.
5. We sent out three hundred and ninety six collectors demands this quarter. This represents customers that haven't made a payment for two consecutive quarters. We also sent out one hundred late notices for water. We will be sending out shut off notices next week. Normally we will only shut off one or two customers out of the one hundred.

m. Report from Operations Division

Superintendent Didato submitted the following report to the Commission for the month of May;

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. However, we did receive one anonymous complaint. Since that time we have spent considerable time working and checking our scrubbers performance.
3. Sludge thickness has averaged 4.4% over the last month. I invited a polymer vendor to our facility to see if there might be a better suited polymer for our current sludge characteristics. He did a lot of testing and recommended we try a small sample of a new polymer. We tried it, with no success. We did work on the polymer injection point and had some success getting thicker sludge.
4. We averaged 78 lbs/day of nitrogen in our discharge last month. Our DEEP limit for calendar year 2012 has been reduced to 124 lbs/day.
5. We had new VFD drive for blower 4 installed. This would have been a very costly repair but was covered under the service contract with Rockwell. Update: Rockwell is scheduled to come back to diagnose drive to computer communication problems.
6. We removed the lakeside unit from the septic receiving building and transported it to Weston & Sampson. They will be refurbishing it with all the appropriate parts. We had to make alternative accommodations for taking septage while the unit is being worked on. Update: I have called Weston & Sampson to get an ETA of the unit. I have not received a return call as of today.
7. Worked on air valve #4 for SBR #4. One small internal limit switch required adjusting.
8. Spent a fair amount of time with lawn care at our facility and numerous pump stations.

9. Assisted divers working on our outfall pipe. They are plugging holes in pipe that may have been used to sink the pipe during installation.
10. Worked with vendor whom is upgrading SBR controls.
11. Work is still being performed to resolve intermittent delays of SCADA alarms.

#### COLLECTION SYSTEM

We needed to repair a seal water line at Avery I pump station.

The owner of the Fitch Hill station is trying to get the new generator to work correctly.

#### POTABLE WATER

1. Continuing the installation of water meters that are compatible with radio read remotes.
  2. Continuing locating buried curb boxes (property line service shut off valves) on many of the older accounts. It is important that these valves are accessible to shut off water to a building, particularly if the inside valve is inoperable.
  3. The new hand held computer for monthly water readings again worked well this month.
  4. We need to change out approximately 150 water meters and 250 radio read boxes.
  5. Working with Atlantic States Rural Water on our 2011 Consumer Confidence Report.
  6. We received a copy of our Sanitary Survey results from the DPH. No regulatory violations were identified at the time of the survey.
- n. Report from the Mayor

Mayor McDaniel stated he met with COG regarding the Regional Water Plan and discussed the meeting with the Commission. He discussed an upcoming meeting with the First Selectman of East Lyme and Town Planner Marcia Vlaun regarding the potential water supply on Butlertown Road for fire suppression that will allow for future economic development in this area. He indicated this is a complicated process with many players involved in the process. He stated the discussions are preliminary and hopes for the best in the future for a plan for water development systems in the future for the long term.

- o. Report from special or sub-committees – none.
- p. Report from Engineers

Administrator Lynch indicated Richard Kruczek's report is included in the Commission packet.

- q. Old Business – none.
- r. New Business

1. To consider and act on a motion to establish a sub-committee to prepare and RFP for a solar project at the Wastewater Treatment Plant on Pink Row. Motion made by Commissioner Siragusa, seconded by Commissioner Thorn. Discussion, Administrator Lynch stated there has been interest in forming a sub-committee to determine the costs for the installation of solar panels at the Treatment Plant. He stated he and Superintendent Didato would be interested in participating in the discussions and Commissioner Siragusa volunteered to participate as a

member of the sub-committee. Chairman May volunteered his services if they are needed and Mayor McDaniel stated he would be happy to review the RFP package once it is prepared but cannot commit to participating in the discussions due to his busy schedule.

Mr. Otto Walter, Route 163, Montville, CT an Engineer was present to discuss the facts discussed at the presentation from the solar company at a previous meeting. He discussed the de-rating factor, system efficiency degradation, and true losses. He asked for permission from the Commission to contact the company who gave the presentation to determine the actual de-rating factor for the proposal as it was not included in the presentation packet. He stated most solar panels are fifteen to thirty percent efficient at best. There is a demand for renewable energy and the renewable energy credits have a worth of approximately one thousand kilowatt hours. He stated there is potential for revenue but a Professional Engineer must determine that there is enough peak power generated from the solar panels and how much this power could potentially produce in revenues for the Town. He stated there are system elements that are not clearly depicted in the presentation that he would like to determine prior to installation of the hardware. He suggested collecting information from the company regarding security and maintenance of the solar panels once they are installed.

Chairman May suggested incorporating Mr. Walter as a consultant in the discussions regarding the solar panels at the sub-committee meetings as he could be beneficial to the discussions. He is educated in the field and would be a great asset in preparing the RFP for the installation of the solar panels.

Motion made by Commissioner Schober, seconded by Commissioner Thorn to appoint Commissioner Siragusa, Chairman May, Administrator Lynch, Superintendent Didato and Mr. Walter to the sub-committee to prepare an RFP for the solar project at the Wastewater Treatment Plant on Pink Row. Discussion, none, voice vote, 5-0, all in favor, motion carried.

2. To consider and act on a motion to discuss the purchase of a Vac Truck for the Treatment Plant.

Motion made by Commissioner Schober, seconded by Commissioner Thorn, discussion, Administrator Lynch discussed the purchase of the Vac Truck, stating there is a huge need for the truck at the Plant and as a revenue producing asset for the Town if it is rented out to local entities who have a need for the truck. He indicated this truck will be utilized often for regular maintenance at the pump stations and will not be sitting in a garage. Superintendent Didato discussed the need for the truck and stated it is appropriate for the WPCA to obtain an asset that will maintain the sixty eight miles of sewer system in use in the Town of Montville. Discussions were held regarding the potential revenues from the rental of the truck and the general duties the truck can be utilized for. Administrator Lynch discussed the costs to rent a truck and how much the WPCA would charge to send an employee to operate the truck when it is rented by outside entities. He anticipates half of the payments for the truck could be collected by outside rental of the truck.

Mr. Ron Cookish, Somers, CT discussed the five year lease/purchase of the truck and stated there are no pre-payment penalties for paying off the truck early and there is an option to return the truck if it is determined the truck is not working out for the WPCA. He stated maintenance and operating/safety training is offered 24/7 at no cost for the life of the truck. He answered questions from the Commission and indicated the purchase of the truck does not require an RFP as it is off of the State bid.

Administrator Lynch stated the money for the truck has already been budgeted and will provide a task the Town currently cannot do at this time without the use of this specific truck. There are employees at the Plant that have a CDL license that can operate this truck with proper training. Chairman May inquired if purchasing the truck will require hiring additional employees to operate the truck and perform its duties. Currently the town spends approximately twenty eight thousand dollars a year on utilizing outside contractors and renting equipment not available to the WPCA that is needed to perform certain WPCA duties. Chairman May stated he justifies purchasing the truck as it will be a benefit to the Town and will benefit the Town. Mayor McDaniel inquired if there are tax credits available with the purchase of the truck and it was determined there are not. A discussion was held regarding the need for a standardized in house billing system for departments inside the municipality who utilize the truck. It was clarified all of the fees collected for the rental of the Vac Truck will go directly to the WPCA. Administrator Lynch thanked Mr. John Lilly for all his help with comparison shopping for the specific trucks and finding the right truck for the job.

Motion made by Commissioner Schober, seconded by Commissioner Thorn to authorize the purchase of the Vac Truck Option #2 for the WPCA. Discussion, none, roll call vote, 5-0, all in favor, motion carried.

3. To consider and act on a motion to cancel the regularly scheduled WPCA Commission meeting of July 2, 2012.

Motion made by Commissioner Thorn, seconded by Commissioner Schober, discussion, Administrator Lynch stated he added this to the agenda because he was not sure of the Commission members who may have plans for the Fourth of July holiday and the next regularly scheduled meeting is two days before the official holiday. It was the consensus of the Commission to hold the meeting on July 2, 2012 as scheduled as there were no conflicts with this date.

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

t. Payment of bills

1. SAR 2012-014. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of seven hundred and nine dollars and fifty cents (\$709.50) per attached Schedule A.

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

**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

1. SAR 2012-015. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES TO pay bills in the amount of one hundred and ninety eight dollars (\$198.00) per attached scheduled B.

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

f. Executive Session – none.

g. Remarks from Commission Members – none.

h. Adjournment

Motion made by Commissioner Siragusa, seconded by Commission Thorn to adjourn the meeting at 8:35 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

\$709.50

Total:

\$709.50

Schedule B

Branse, Willis & Knapp, LLC

\$198.00

Total:

\$198.00