

Meeting Minutes

Town of Montville Water and Sewer Commission
Thursday, September 6, 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 of the Water and Sewer Commission 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 – none.

e. To consider and act on a motion to approve;

1. The regular meeting minutes of July 2, 2012;
2. The special meeting minutes of July 2, 2012;
3. The special meeting minutes of Wednesday, August 15, 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 stated the correspondence were included in the packet including a letter from former member John Geary regarding new contaminant plagues at Qunnipiac and he distributed a correspondence from Southeastern Connecticut Water Authority regarding water rates.

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 – none.

i. Special Recognitions

j. Report from Commission Attorney on Matters Referred

Administrator Lynch discussed the ongoing issue with Wahl Realty stating Attorney Sheehan has done a great job in the absence of Attorney Ochsner with eliminating restrictions to the easement. He discussed Attorney Ochsner's condition, stating there has been no improvement to date and he will keep in touch with the firm to keep up on his condition and report back to the Commission. A discussion was held regarding hiring an interim attorney with land use and

engineering experience until it is determined whether or not Attorney Ochsner will return to his position at the law firm.

k. Report from Administration Division

Administrator Lynch discussed the following report with the Commission;

I was informed that our request for the five million dollars to fund the anaerobic digester project has hit a bump. The Bonding Commission is willing to put our project on their October agenda, but they are only going to fund the project for one million dollars. I will be meeting with Rand-Whitney to discuss what our next step is going to be. Talking to Jay Malcinsky (the person who has been speaking to the state), he believes that the head of the Bond Commission may not understand the scope of the project. A meeting is going to be scheduled to speak with the Chairman of the Commission to go over the project.

I have asked that we vote on the year end transfers. The first transfer is for \$152,556.63. This amount was to cover the cost of the line break on Avery Road last December. That money will be transfer out of our legal line item. The other transfer is for \$200,000 which was for the amount we paid to the town for our debt to them. That also will come out of the legal line item.

We had some preliminary work done by the auditors last month. Everything was in order. A full audit of the town will be performed in late October early November.

Our uncollected water percentage continues to be at 10%. The water department continues to do a great job! We sent out 45 collection notices and didn't have to shut off anyone.

I was approached by representative of Saint Bernard's about hooking up to the public water system. They are contemplating housing some exchange students in a building on their property. The amount of the connection fee would be around \$143,000.

I just want to explain why we are increasing our FY11/12 water budget. I use historical data from the previous year to estimate on much water we will buy from Groton in the next year. Last year we purchased more than anticipated. The plus side is the more we buy the more revenue we generate. The auditors suggested that we increase that line in the budget.

l. Report from Operations Division

Superintendent Didato discussed the following in his report;

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 direct treatment plant odor complaints last month. However, I did get a second hand complaint. As always, we took a good look at our odor control system to ensure it was running well. We did increase a blowers RPM and made some chemistry changes to one of the scrubbers.

Sludge thickness has increased and averaged 5.9%.

We averaged 47 lbs/day of nitrogen in our discharge last month. Our DEEP limit for calendar year 2012 has been reduced to 124 lbs/day. We are averaging very low nitrogen in our discharge this year.

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. UPDATE: Please see attached page on SCADA. I hope that the WPCA accepts their proposal.

We had problems with SBR #5. The decanter (the part that draws off the clean water) only worked intermittently. We had the VFD drive replaced free of charge using our Rockwell Automation contract. We replaced the electrical motor and still had problems. After inspecting and testing about 1,000' of wiring we found a frayed section inside a conduit. We replaced the section and all is well.

On 7-11-12 we had an ISO event that required us to shed electrical power. We also had a number of occasions when we lost electricity.

We cleared the foliage around the fence line perimeter.

We pumped out and cleaned the contact chamber in an effort to use less chlorine.

We adjusted the working levels on the SBRs. It is important that the tanks are within specifications. Tank #1 was modified.

The bar screen (part of our existing headwork's) broke down. We are waiting for replacement parts. For now we must manually use a rake to remove debris from the screen.

We have continued to locate and bring to grade many of our underground yard valve boxes at our treatment facility. These valves slowly get covered with dirt and have grass growing over them. To keep them visible and accessible we have poured 2' square pads around them.

Replaced the belt on one of our Gravity Belt Thickener's (GBT's). This is a fairly labor intensive project that our men have really got down to a science.

Some of the large concrete tanks at our facility built in the 70s had grown very discolored on the outside walls. They have been power washed and now look like new.

I met with many vendors for the solar proposals. They wanted to see the facility and lay of the land.

COLLECTION SYSTEM

We replaced pumps at both the Pequot and Lathrop pump station.

We had to pull pumps out of the wet wells and clear them of debris at Village apartments & Partridge pump stations.

We had some problems at our Peter Rd pump station. The problem was found to be a result of a faulty electrical monitor.

We worked on our Avery pump station. We can now run either pump on generator power.

We modified the controls at Holly and Avery to give us the ability to run seal water in hand. It is important to have the ability to run equipment in hand when automatic controls have problems.

It's been a year since hurricane Irene, when all of the staff was utilized for the storm. It is once again hurricane season. We have our field generators and portable equipment fueled up and ready to go. Please be advised that this year we have 3 less men available for emergency call outs compared to the past.

POTABLE WATER

We had a new cathodic protection / anode system installed at our Cook Drive water tower. Update: We had some problems on the system and found a simple bad ground wire to be the reason. We also installed a stainless steel enclosure for the level transmitter and apparatus. The

enclosure used was taken out of service from another system that we no longer use. We kept it in storage for just an occasion.

We flushed our water distribution system. We did have an area in town that experienced problems when the bottom plate of a few water meters cracked. The location of the meters is at high system elevations and are subjected to lower system pressures. The designing water system engineers are looking into this and how to best resolve this in the future.

We had hydrant #38 replaced on Route 32. It was hit by a car and insurance paid for repair.

Superintendent Didato stated there are representatives from Woodard and Curran available to speak to the Commission regarding the SCADA system should anyone have any questions. He discussed the SCADA system and stated if it is adopted the Town will have a reliable system that is more efficient than the current system. He stated it is a responsible and money saving option for the Town. He discussed the credentials of the representatives from Woodard and Curran and how they will apply their expertise to recommending the services of the SCADA system. Commissioner Thorn asked for a ledger to compare costs and Superintendent Didato stated there is a ledger available with overtime numbers that will justify the costs of implementing the system. Administrator Lynch stated there was over seventy thousand dollars in overtime paid to employees last year and this system can reduce the costs of overtime, he projects the payback for the cost of the SCADA system will be approximately one year with savings after the one year going forward at approximately one hundred thousand dollars per year.

m. Report from the Mayor

Mayor McDaniel stated he did not have anything to report to the Commission this month.

n. Report from special or sub-committees

Administrator Lynch stated the item regarding the solar project is on the agenda for discussion.

o. Report from Engineers

1. Monthly report from Mr. Richard Kruczek, URS Corp.

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

Project 36938983 – I/I Rehab Design & CA (CV \$60,405, B \$19,907) RK, JJ

Started the design of the infrastructure improvements detailed in the I/I study. Draft plans and specifications are completed with the plans delivered to Mike Didato for review.

URS requests consideration and authorization to begin the design of the relief sewer work already under contract with the WPCA. (\$28,818) We would like to incorporate this work with the I/I rehab project. In doing so we can reduce the construction administration and resident inspection time resulting in a savings to the WPCA of about \$20,000.

URS requests consideration and authorization to begin the design of the pumping station design already under contract with the WPCA. (\$41,923) We have spoken with DEEP about funding for the projects and it appears money is available. We continue to work out the details with Joseph Muollo of DEEP. Funds will come from several sources and cover design CA and RI services.

Project 36938891 - WWTF design modifications and construction engineering (CV \$359,563 , B \$143,162)

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 is scheduled for 8/30/12. All that remain are changes that result from the 90% review meeting.

Forecast for next period: Edit the specifications to account for bid dates

Budget: On target.

Schedule: OnTarget with Owners approval

Misc. Weston and Sampson was contracted to repair the existing Lakeside septage receiving station. The last part, the basket, was being welded on Wednesday 8/29/12. They will be picking up the unit on Monday and plan to deliver and install the unit on 9/6 and 9/7/12. After installing and testing the unit there still remains the issue of activating the auto flushing feature which will require replacement of a solenoid which can be replaced with a locally purchased part.

Mr. Kruczek discussed the cost savings with the sludge piping and stated he will forward the numbers to the Commission next week. He discussed the funding for the head works and costs to date. He discussed funding he found for the alternative for the emergency generator and the Chesterfield Pump Station generator. He asked if the WPCA would like him to move forward with the funding opportunities that are available at this time. He discussed the design for the collection system improvements, stating they are almost completed. He stated he would be willing to bid a SCADA system for the WPCA if they would like him to do so. He discussed the funding for the solar project proposal and discussed possibilities for the funding and grant money that may be available.

2. Report from Ms. Sarah Cwikla – GHD Engineering Group. (Sterns & Wheeler) regarding water.

Administrator Lynch stated there is money left over from the Palmertown Grant and stated Ms. Cwikla has been handling the water aspects and he has asked her to come to the Commission to discuss issues with the Commission.

Ms. Cwikla gave an overview of the water system for the Town and stated there is approximately four hundred and fifty thousand dollars left over from the Clean Water Fund that can be used to hook in portions of the town that currently do not have access to the Town's water system. She provided a map to the Commission depicting the water lines that are currently in place and the areas that are projected for connection to the water system. Discussions were held regarding preparing design drawings for designs to make projects "shelf ready" in case additional funding becomes available in the future. A discussion was held regarding costs for engineering and Ms. Cwikla stated she will provide the Commission with costs as requested. The Commission thanked Ms. Cwikla for attending the meeting.

- p. Old Business

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

Administrator Lynch stated there is a list of vehicles currently in the fleet at the WPCA in the Commission packet along with a list of vehicles he would like to purchase for the WPCA in order to extend the life of the current fleet and save money on fuel costs going forward. He is requesting the purchase of three vehicles with better fuel mileage for day to day activities that do not require the use of a full size truck. He stated the funding for the vehicles can be utilized out of the Capital Fund. Chairman May inquired regarding the average mileage per day for the vehicles that are currently in use and Superintendent Didato stated the average daily use of a vehicle is twenty five miles per day and there could be cost savings with purchasing fuel efficient cars for the long term. Administrator Lynch stated that currently the Water Operator does not have a vehicle to drive and purchasing a cargo van for the fleet would be designated for the Water Operator to haul equipment and take meter readings on daily basis. The total to purchase the three vehicles for the WPCA is approximately seventy thousand dollars. A discussion was

held regarding the purchase of utility trucks in the future and when they will need to be replaced. The purpose of purchasing cars for the WPCA is to take advantage of cost savings vs. driving a full sized truck when it is not necessary to do so. A discussion was held regarding what to do with the old cars currently in use and it was determined the older Crown Victoria's can be sent out to Town auction as they will no longer be useful for use at the WPCA.

Motion made by Commissioner Thorn, seconded by Commissioner Murphy to authorize the WPCA to purchase three vehicles for WPCA operations as proposed with the understanding the purchase price for the vehicles will not to exceed seventy thousand dollars. Discussion, none, roll call vote, 5-0, all in favor, motion carried.

2. To consider and act on a motion to discuss solar power options at the Treatment Plant and to set the date of October 1, 2012 at 5:30 p.m. for a special meeting to give representatives from three solar companies the opportunity to address the Water and Sewer Commission.

Motion made by Commissioner Murphy, seconded by Commissioner Thorn., Voice vote, 5-0, all in favor, motion carried.

Administrator Lynch discussed events to date, stating the sub-committee met to discuss the selection of a company to install the solar system and there were seven proposals received for the installation at the Treatment Plant and it was cut down to three companies chosen to move forward in the interview process and to give a presentation to the Commission.

Mr. Otto Walter, Professional Engineer, 542 Route 163 stated three companies were chosen from the original seven proposals as the most qualified and professional and who met all the requirements laid out in the RFP. He discussed the format used to analyze the requirements in the RFP and distributed documentation depicting the economic analysis used.

Commissioner Thorn stated the document provided by Mr. Walter is a wonderful display of data and thanked him for attending the meeting.

Mayor McDaniel stated the town favors local vendors and inquired if this was taken into consideration when choosing contractors.

q. New Business

1. SAR 2012-020. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES TO authorize Administrator Lynch to send out an RFP for a sludge disposal contract.

Motion made by Commissioner Schober, seconded by Commissioner Thorn, discussion, Administrator Lynch stated he is prepared to send out an RFP and he is prepared to do so. Roll call vote, 5-0, voting in favor were Commissioners Murphy, Schober, Siragusa, Thorn and May. Resolution adopted.

2. SAR 2012-021. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to authorize year end transfers in the total of \$372,556.63 (three hundred seventy two thousand five hundred and fifty six dollars and sixty three cents) from line item 99-4051-00-7000 (Legal) and to transfer \$152,566.63 (one hundred fifty two thousand five hundred sixty six dollars and sixty three cents) into line item 99-4020-00-500 (Pump Station Maintenance) and \$220,000 (two hundred twenty thousand dollars) into line item 99-4051-00-2000 (Town O & M Loan)

Motion made by Commissioner Murphy, seconded by Commissioner Thorn, discussion, Administrator Lynch explained the transfers are for housekeeping purposes only. Roll call vote 5-0, voting in favor were Commissioners Murphy, Schober, Siragusa, Thorn and May, all in favor, resolution adopted.

3. To consider and act on a motion to discuss a request by Rand Whitney Containerboard regarding an increase in BOD limits.

Administrator Lynch stated he has been approached by Rand Whitney to increase the BOD limits. Superintendent Didato stated the town has the adequate capacity to increase the BOD limits if it chooses to do so.

Mr. Paul Shafman, a representative from Rand Whitney explained the situation stating he is required to obtain a permit approval for BOD limits. Maximum daily BOD is the BOD you can discharge any one day of the month and is not an average discharge. Current max is 18700 lbs on any given day. He explained he is requesting the WPCA forward the letter dated September 5, 2012 addressed to Mr. Michael Didato from Fay, Spofford & Thorndike, Engineers, regarding the Montville WPCF Availability Maximum Daily BOD Load Capacity to the DEEP. He stated the proposal will not have any detrimental effects on the town's Treatment Plant and the Town will receive additional revenue as rate payers from Rand Whitney.

Motion made by Commissioner Murphy, seconded by Commissioner Schober to forward the letter dated September 5, 2012 addressed to Mr. Michael Didato from Fay, Spofford & Thorndike, Engineers, regarding the Montville WPCF Availability Maximum Daily BOD Load Capacity to the DEEP. Discussion, none, voice vote, 5-0, all in favor, motion carried.

4. To consider and act on a motion to waive the bid policy with regards to Woodard and Curran for the proposal for the SCADA system for the Treatment Facility.

Motion made by Commissioner Murphy, seconded by Commissioner Schober. Discussion, Superintendent Didato discussed the Woodard and Curran proposal and stated he has not sent out an RFP but did contact people who have used this company for services and have indicated they are the best candidate for these services. Mayor McDaniel discussed criteria to waive the bid process, stating that it is usually done only in the case of an emergency and he recommends if there is time to go out to bid that it should be done this way, stating it would be in the best interest of the town to get comparison numbers for clarification. Chairman May stated if there is a policy to follow the WPCA should follow the process if there is no immediate need to move forward with this company and there is time to go out for RFP to determine whether or not the fifty two thousand dollar price for this service it is the best price available it should be done this way. Chairman May requested putting this item on the next regularly scheduled agenda for discussion.

Motion made by Commissioner May to authorize Superintendent Didato to draft and send out and RFP for the SCADA system for the Treatment Plant. Discussion, none, voice vote, 5-0, all in favor, motion carried.

Mr. Roy Hendricks from Woodard and Curran discussed the scope of work for the SCADA system for the pump stations and gave an explanation of the benefits of the system. He discussed new software and hardware that would be installed at the plant that would send info to new computers. He discussed the operations of the system and answered questions from the Commission.

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

s. Payment of bills

SAR 2012-021. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of ten thousand one hundred and fifty eight dollars and eighty four cents (\$10,158.84) per attached Schedule A.

Motion made by Commissioner Schober, seconded by Commissioner Thorn, discussion, Commissioner Siragusa questioned a legal bill and the length of time it takes to send an email. Roll call vote, 4-1 (Commissioner Siragusa opposed). Resolution adopted.

2. **Water Commission**

a. Report from Sub-Committees

b. Report from Engineers

c. Old Business

d. New Business

1. SAR 2012-022. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to increase the Water Budget in the amount of \$134,741.30 (one hundred thirty four thousand seven hundred and forty one dollars and thirty cents) with \$134,790.31 (one hundred and thirty four thousand seven hundred ninety dollars and thirty one cents) into account #66-4050-00-9500 Water Supply and \$20,880.60 (twenty thousand eight hundred eighty dollars and sixty cents) into account #66-4050-00-9780 meter/line replacement for a total of \$155,670.91 and to move the proposal to the Town Council for approval.

Motion made by Commissioner Thorn, seconded by Commissioner Murphy. Discussion, Administrator Lynch stated this is for last year's budget and explained that water purchase is an estimate and he consulted with the auditors and they requested the increase to reflect in the budget due to the over expenditure in the line item. He is requesting the Board amend as requested for the fiscal year 2011-12 and to forward the request to the Town Council. Roll call vote, 5-0, voting in favor were Commissioners Murphy, Schober, Siragusa, Thorn and May, all in favor, resolution adopted.

e. Payment of Bills – none.

f. Executive Session – none.

g. Remarks from Commission Members

Mayor McDaniel informed the Commission the bond money was secured at 2.45%.

h. Adjournment

Motion made by Commissioner Schober, seconded by Commissioner Thorn to adjourn the meeting at 930 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	\$2,029.00
Suisman Shapiro	\$8,129.84
Total:	\$10,158.84