

Approved: _____

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

1. Water and Sewer Commission

a. Call to Order

WPCA Chairman 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 Murphy, Schober, Siragusa, Thorn, and WPCA Chairman/Town Council Liaison Timothy May. Also present was Administrator Brian Lynch, Superintendent Michael Didato, and Mayor Ronald McDaniel.

d. Alterations to the Agenda -- None

e. To consider and act on a motion to approve the meeting minutes of October 6, 2014.

Motion to approve the Regular Meeting Minutes of October 6, 2014, made by Commissioner Thorn; seconded by Commissioner Murphy; discussion, none; voice vote, 5-0, all in favor; motion carried.

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

Administrator Lynch referred to the RFQ for engineering services that was reviewed with Attorney Ron Ochsner and will be considered by the Commission this evening.

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

Town Councilor May asked three times for remarks. There were none.

h. Report from Commission Attorney on Matters Referred -- None

i. Report from Administration Division

Administrator Lynch submitted an activity report for October 2014 that was included in the packet as follows:

1. The first public meeting for the water line extension was held on October 23rd at the High School. There were about twelve people that attended the meeting. The citizen participation was not very good. We will try to promote the next meeting at the Oakdale fire House differently.
2. Contract talks between Dr. Keyser and the WPCA have ended. Dr. Keyser was going to be our consultant for the anaerobic digester project. The fees he was requesting for the project were more than double what they should be. I spoke to George Hicks of DEEP

about changing engineers for peer review, and he assured me that this was not a problem. After we choose a new engineering consultant for the project, the Mayor can send a letter into his office to let me know who we will be using.

3. I have sent the contract between the WPCA and Milone & MacBroom to Attorney Ochsner to review. As soon as he signs off on all the language, I will sign it so the new Water Supply Plan can get started.
4. I put in the packet an RFQ for engineering services. At the current time we use a number of different engineering companies for an assortment of duties, with hourly rates different for each firm. I would like to out and select one firm to work with us. This is similar to what Planning and Zoning does. Having an in-house engineering firm will be a more efficient way of working for us.
5. I will be going to my ethics hearing on the 31st of October.
6. We will be setting the meeting dates at our meeting. I would like to propose that we change the time that we start our meeting. Over the past few years, some members have talked about this. I am suggesting that we change our start time from 7:00 p.m. to 6:00 p.m.

In follow-up to his report, Administrator Lynch added that Dr. Keyser removed himself from the project prompting the RFQ for engineering services. He also said that his ethics hearing was rescheduled for November 5th. Also, the Water Supply Plan is still being reviewed by Attorney Ochsner. It was also reconfirmed that the next meeting concerning the water line extension will be on November 13 at 7:30 p.m. at the Oakdale Firehouse. Further meetings are scheduled for December 5th at 10:00 a.m. at the Senior Center and January 8, 2015, at the Public Safety Building at 7:00 p.m.

j. Report from Operations Division

Superintendent Didato submitted a report for October 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 to its NPDES permit.
2. There were no treatment plant odor complaints last month.
3. Sludge thickness maintained an averaged 5.5 % for last month.
4. We had an average of 39 lbs. /day of nitrogen in our discharge over the last month.
5. We continue to work on our SBR's. We have been utilizing our vacuum truck to clean SBR #2 of debris that has accumulated throughout the years. It is painfully apparent that the diffuser manifold system will need to be upgraded in the future. More to follow.
6. I gave two tours of our facility last month. Due to construction, some areas were omitted for safety reasons. The first group was from the Boy Scouts and the other tour was given to children from the Salem school system.
7. As previously reported, a section of the RWC discharge pipe ruptured on Depot Road and was replaced with HD plastic pipe. RWC is back on pond water this week for the first time in a while. If things go as expected with ran and fall weather, we'll be able to get

more work done on the pipe, specifically in the area of 22-38 Maple Avenue. Additionally, we are still working on the best solution for the Route 32 repair.

Supervisor Didato further commented that the generator is up and running and the headworks project is moving forward. He also added that he is working on a draft policy on procedure for outages. Chairman May asked that he and Administrator Lynch reach out to medical facilities as to their needs in the event of an outage and report back to the Commission on the same. Supervisor Didato spoke on the tours that he conducted and the intelligent biology questions posed to him by the children. Chairman May suggested that a future Commission meeting be held at the facility followed by a tour of it.

k. Report from the Mayor

Mayor McDaniel clarified that Administrator Lynch is meeting with the Attorney on behalf of the Town, not an ethics hearing.

l. Report from special or sub-committees

It was reported that Commissioner Schober, Administrator Lynch, and Mayor McDaniel attended the water line meeting on October 23rd.

m. Report from Engineers

This agenda item was referred to in Administrator Lynch's report.

n. Old Business -- None

o. New Business

1. **THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to set the 2015 regular monthly meeting dates of the Water and Sewer Commission on the first Monday of every month excluding holidays that will be scheduled on Thursday of that week. The scheduled meeting dates are as follows: January 5th, March 2nd, April 6th, May 4th, June 1st, July 6th, August 3rd, September 10th (Thursday), October 5th, November 2nd, and December 7th, 2015, to be held in the Town Council Chambers.

SAR NO. 2014-61 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to set the 2015 regular monthly meeting dates of the Water and Sewer Commission on the first Monday of every month excluding holidays that will be scheduled on Thursday of that week. The scheduled meeting dates are as follows: January 5th, March 2nd, April 6th, May 4th, June 1st, July 6th, August 3rd, September 10th (Thursday), October 5th, November 2nd, and December 7th, 2015, to be held in the Town Council Chambers. Motion made by Commissioner Schober; seconded by Commissioner Siragusa; Discussion: Administrator Lynch proposed to change the meeting time from 7:00 p.m. to 6:00 p.m. per former discussion on the same. **Motion to amend** made by Commissioner Siragusa; seconded by Commissioner Murphy to alter the meeting time for the 2015 monthly meeting dates of the Water and Sewer Commission from 7:00 p.m. to 6:00 p.m.; discussion, none; Roll Call vote: in favor were Commissioners Murphy, Schober, Siragusa, Thorn, and Chairman May; vote 5-0; **motion to amend carried**. Motion to set 2015 regular monthly meeting dates, Roll Call vote: in favor were Commissioners Murphy, Schober, Siragusa, Thorn, and Chairman May; vote 5-0; motion carried.

2. **THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to direct the WPCA Administrator to advertise the RFQ for WPCA

Engineer Services. Motion made by Commissioner Schober; seconded by Commissioner Thorn; discussion: Commissioner Siragusa asked about the selection process to which Chairman May stated that a subcommittee would be appointed to interview the prospective candidates. Administrator Lynch commented that the RFQ has been vetted by Attorney Ochsner with legal notice attached for a closing date in December. Chairman May asked that the topic is included on the agenda for the December meeting. Roll call vote: in favor were Commissioners Murphy, Schober, Siragusa, Thorn, and Chairman May; vote 5-0; motion carried.

p. Reports/referrals from Planning & Zoning

Commissioner Siragusa reported that Town Planner M. Vlaun gave a report about the roads in the Town and four (4) significant development projects in the planning stages for a few years. Chairman May asked Administrator Lynch to reach out to the Town Planner for a copy of the report.

q. Payment of bills -- None

1. 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 – None.

f. Executive Session --None

g. Remarks from the Public -- None

h. Remarks from Commission Members

Mayor McDaniel that the community profile reported by Commissioner Siragusa regarding the Town Planner's report will be discussed at the staff meeting on Wednesday, November 5th.

i. Adjournment

Motion made by Chairman May, seconded by Commissioner Murphy to adjourn the meeting at 7:28 p.m.; discussion, none; voice vote, 5-0; all in favor, motion carried.

Respectfully Submitted by:

Gloria J. Gathers
Recording Secretary, Town of Montville