

**\*\*Draft\*\***

**Town of Montville Water Pollution Control Authority  
Meeting Minutes of July 6, 2009  
Town Hall – Council Chambers – 7:00 p.m.**

**I Water Pollution Control Authority**

- a. Call to Order – Chairman May called the meeting to order at 7:00 p.m.
- b. Pledge of Allegiance
- c. Roll Call – Present were Commissioners Geary, May, Schoeber, Siragusa and Thorn. Also present were Administrator Brian Lynch, Superintendent Michael Didato, Attorney Ronald Oschner, Engineer Richard Kruczek and Mayor Jaskiewicz.
- d. Approval of the Meeting Minutes.

Motion made by Commissioner Geary, seconded by Commissioner Thorn to amend the agenda to reflect the correct meeting date for the meeting minutes is June 1, 2009. Voice vote: 5-0, all in favor, motion carried.

Motion made by Commissioner Geary, seconded by Commissioner Thorn to approve the regular meeting minutes of June 1, 2009 with the following correction: page #2, line 8 change the word bed to bid. Discussion: none. Voice vote: 5-0, all in favor, motion carried.

Motion made by Commissioner Geary, seconded by Commissioner Thorn to approve the Public Hearing meeting minutes for 9R Burlake LLC, 120 Gay Hill Road and the Public Hearing meeting minutes for Rules and Regulations as submitted. Discussion: none. Voice vote: 5-0, all in favor, motion carried.

e. Communications

Administrator Lynch distributed copies of a site plan from Stearns and Wheler, Environmental Engineers & Scientists for the booster pumping station. He stated the project is moving along, he has been in contact with the homeowner and the attorney and this is moving forward. A discussion was held regarding the design of the pump station, and the potential for future growth, pump size and future easement areas.

**Motion** made by Commissioner Geary to add the following item to the agenda under Water Pollution Control Authority 1 (m) (4) :

The Town of Montville Water Pollution Control Authority hereby resolves to approve the proposed Annual Capacity Reports to Rand Whitney Containerboard dated June 17, 2009 required by Sections 8.1 of the June, 1993 Waste Water and Water Supply Agreements.

**Motion** seconded by Commissioner Siragusa. Discussion: Commissioner Geary stated he is going to pursue this issue as an ordinance in order to avoid fines and legal issues in the future. Voice vote: 5-0, all in favor, motion carried. Item added to the agenda.

**Motion** made by Chairman May to delete agenda item Water Pollution Control Authority L (2) To consider and act on approving the contract for the Assistant Superintendent, Thomas McNally and to forward to the Town Council for final approval. Motion seconded by Commissioner Siragusa. Discussion: Administrator Lynch explained this item is not ready to forward to the Town Council because it is still being looked at by the Labor Attorney and a couple of issues need to be ironed out. This item will be ready for discussion and placed on the agenda by the Commission at the next regularly scheduled meeting. Voice vote: 5-0, all in favor.

f. Remarks from the Public Regarding Items on the Agenda – none.

g. Report from the Operations Division

Superintendent Michael Didato discussed his monthly operating report for the month of June, 2009 as follows:

#### Sewer

The data to date for the Water Pollution Control Facility was in full compliance of its NPDES permit for June. There were no treatment plant odor complaints during the month. Sludge thickness averaged 5.6% in May, this is up 0.6% from last month. Discharge last month averaged 112 lbs per day of nitrogen in the discharge last month. This number is still well below the requirement although it is higher than usual. Small adjustments have been made to the SBR controls to accommodate warmer summer temperatures. The staff has been busy maintaining grounds and pump stations covering the vacant maintainer position. Interviews are being conducted for a suitable replacement. Employees have been taking classes preparing for upcoming State certification exams. Operationally the team utilized the time Rand Whitney Containerboard was down for scheduled maintenance. They were able to take down chlorine contact chamber and water supply tanks for cleaning, therefore reducing the amount of chlorine used to get a good coliform kill. The odor control scrubbers are two vital pieces of equipment. This month in addition to daily inspections and adjustments an acid bath was performed on them. This is done twice a year to remove any internal scale that may have built up inside the units. A swale with rip rap was dug by operator Lamb to convey water off a hill next to the main facility. This is a great example of the staff taking ownership and pride in the property. Mr. Fish replaced the brake unit on the Vulcan bar rack unit.

#### Connections

Mr. McNally has assembled a small crew to open all of the manholes located in the Heights for routine inspections. Several issues were found such as cracked frames and potential blockages. It is the intention of the staff to inspect all accessible manholes this year. It is important to uncover manholes that have been paved over. Inspections have started on grease interceptors and it was found that oil needed to be pumped out. The batteries on the Mohegan Brook generator have been replaced after about eight years of use.

A new single family home located on #2 Looking Glass Circle has tied into the system this month. A sewer line has been installed and pressure tested for a new wood working shop off of Maple Avenue.

#### Potable Water

The new fire protection service line to the Village Apartments has been flushed. This uncovered an upstream valve not fully open reducing water volume. Clearing was done around the fire hydrants and water systems last month. Twenty one shut off notices were sent out for non payment. All twenty one households have made payments or arrangements for payments since that time. The new Village Apartments and new hotel will require extensive cross connection surveys in the near future.

h. Report from Administration Division

Administrator Lynch stated the WPCA is waiting for the Judge to rule in the arbitration hearing. He is going to rule on the two requests, first if we can hold the arbitration hearing in the new London Court system and the second if Rand Whitney has to replace their arbitrator. The Water Supply Plan review was received from the State of Connecticut and they are asking for some modifications to the plan. The sewer usage and water bills for this last quarter have been sent out. The August billing will reflect the rate increase. Twenty one notices for shut off were sent out to customers who are delinquent in payments. Only one had to be shut off and that person came in two hours later to make

a payment on the account. Work regarding the booster pump station on Maple Avenue is ongoing. The condo project on Old Colchester Road is exclusively in the Montville service area and SCWA runs the water system for a small group of homes.

Chairman May inquired regarding the ESA rights in the area of the proposed condo units. He indicated the attorney for the developer implied to the Commission that SCWA has the exclusive rights to the water in this area, but it has turned out to be not true. Administrator Lynch discussed the alternatives and the possibility of a “reverse Jenson’s” method for water in this area.

i. Report from the Mayor

Mayor Jaskiewicz discussed labor issues progress to date and encouraged the WPCA to stay on top of the Maple Avenue pump station.

j. Report from Special or Sub-Committees – none.

k. Report from Engineers

Engineer Richard Kruczek discussed his status report for the Montville Facilities Plan Projects with the Commission. He discussed various ongoing projects and indicated he is still waiting for equipment suppliers.

l. Old Business

1. Motion made by Commissioner Geary, seconded by Commissioner Thorn to consider and act on 9R Burlake LLC owner of 120 Gay Hill Road, the capacity to serve the proposed forty (40) single family residential dwelling houses in the project. Discussion: Administrator Lynch indicated the Town of Montville must make a determination if the system can handle the capacity of the proposed forty unit development. Chairman May inquired if a determination has been determined by Nathan Jacobs. A letter with this information from Nathan Jacobs was submitted for the Commission to review. Administrator Lynch read the following resolution into the record:

**SAR 2009-032.** The Town of Montville Water Pollution Control Authority hereby resolves:

Sewer Capacity Determination

It is hereby resolved in response to the request by 9R Burlake Road LLC, of 120 Gay Hill Road for a sewer capacity determination for a subdivision to be located at 120 Gay Hill road (“Site”) (residence)(facility)(subdivision) made pursuant to the requirements for General Statute &7-246a that;

The sewer collection system serving the Site is adequate to serve the requirements identified in the applicants request; and

The Wastewater Treatment Facility (“WTF”) is adequate to serve the requirements identified in the applicants’ request; and

This approving resolution will remain effective for a period of six months from the date of this resolution.

Note: determination required by GS &7-246a(a) for “adequacy of sewer capacity related to a proposed use of land. Public Hearing may be conducted but is not required by Statute.

Motion made by Commissioner Geary, seconded by Commissioner Thorn. Discussion: Administrator Lynch discussed a guidance document drawn up for use in the future to avoid confusion. The document clearly indicates what the applicant is seeking from the

Town and clearly indicates fees charged for these services and it indicates whether or not a Public Hearing is required for action.

Roll Call Vote: Voting in favor of adopting this resolution were Commissioners Geary, May, Schoeber and Thorn. Voting in opposition: none. Abstaining from this vote was Commissioner Siragusa. Vote: 4-0-1, motion carried. Resolution adopted.

Chairman May made a motion to add the following item to the agenda under Water Pollution Control Authority m (5) for discussion and approval;

To consider and act on approving the document titled "The Town of Montville Water Pollution Control Authority Sewer Use Application" for use by the Montville Water Pollution Control Authority. Motion seconded by Commissioner Thorn. Discussion: Administrator Lynch discussed alternative names for the document because there is already a document in place named sewer use application. Discussions were held regarding fees and instructions relating to the document. Commissioner Geary stated the Public will need an opportunity to speak regarding this issue prior to adoption of the document. Motion made by Commissioner Geary, seconded by Commissioner Thorn to add to the agenda Remarks from the Public regarding the proposal to adopt the document for sewer use application. Discussion: none. Voice vote: 5-0, all in favor. Motion carried.

Chairman May asked three times for remarks from the public regarding this item on the agenda. No one came forward to speak to the commission regarding the agenda item.

Chairman May asked for a voice vote to approve the sewer use application. The vote was 5-0 in favor, motion carried.

2. To consider and act on approving the contract for the Assistant Superintendent, Thomas McNally, and to forward to the Town Council for final approval.

This item was deleted from the agenda for discussion.

m. New Business

1. To consider and act on accepting the new Sewer Construction Standards.

Motion made by Commissioner Siragusa, seconded by Commissioner Thorn. Discussion: Administrator Lynch stated the typing errors have been corrected in the document. The content of the document has not been changed and he is comfortable with the standards depicted in the document. Roll call vote: 5-0, voting in favor accepting the new Sewer Construction Standards were Commissioners Geary, May, Schoeber, Siragusa and Thorn. Voting in opposition; none, all in favor.

2. To consider and act on accepting the Sewer Use Ordinance for the Rules and Regulations and to refer to the Town Council for their approval and adoption.

Motion made by Commissioner Thorn, seconded by Commissioner Schoeber. Discussion: Commissioner Thorn stated the wording for the ordinance is fair and reasonable. Commissioner Geary encouraged some of the members of the WPCA to attend the Town Council meeting scheduled for Wednesday, July 15, 2009 in order to give a presentation and to answer questions the Council may have regarding the document. Roll call vote: 5-0, all in favor. Voting in favor of accepting the Sewer Use Ordinance for the Rules and Regulations and to pass it along to the Town Council for review and adoption were Commissioners Geary, May, Schoeber, Siragusa and Thorn. Voting in opposition; none.

3. To consider and act on approving the budget transfers under Sewer as depicted in Schedule A attached. Motion made by Commissioner Geary, seconded by Commissioner Thorn. Discussion: Administrator Lynch indicated this is a standard practice and is required to pay debts to the end of the fiscal year. He listed line item by line item the

transfers required to pay debts for the Sewer budget. He thanked the staff for cutting back where needed in order to get through to the end of the fiscal year. He stated the money transferred to pay these debts is coming out of the Contingency Fund to balance the budget to the end of the fiscal year. Voice vote: 5-0, all in favor, motion carried.

4. **SAR 2009-033.** The Town of Montville Water Pollution Control Authority hereby resolves to approve the proposed Annual Capacity Reports to Rand Whitney Containerboard dated June 17, 2009 required by Sections 8.1 of the June, 1993 Waste Water and Water Supply Agreements. Motion made by Commissioner Geary, seconded by Commissioner Thorn. Discussion: Commissioner Geary indicated he has suggested this matter become an ordinance in order to avoid future law suits. This matter needs to be addressed on a yearly basis or there could be possible penalties attached to it. Roll call vote: 5-0, all in favor. Voting in favor of adopting this resolution were Commissioners Geary, May, Schoeber, Siragusa and Thorn. Voting in opposition, none. Resolution adopted.

5. To consider and act on accepting the use of the Town of Montville Water Pollution Control Authority Sewer Use Application form for new applications and to determine a name for the document at a later date.

Motion made by Commissioner Thorn, seconded by Commissioner Geary. Discussion: Administrator Lynch discussed the benefits to adopting the use of this document, including fees and clarification of the applicants requests of the Town. Chairman May suggested the implementation of a date and time stamp and a six month expiration date for each application submitted. Superintendent Didato suggested naming the document a "guidance document". It was the consensus of the Commission to determine a name for the document at a later date. Voice vote: 5-0. all in favor, motion carried.

n. To consider and act on referrals from Planning & Zoning.

A discussion was held regarding the proposed pump station driveway and providing room for expansion in the future.

o. To consider and act on the payment of bills.

**SAR 2009-034. The Town of Montville Water Pollution Control Authority hereby resolves to pay invoices in the amount of \$36,308.60 per attached Schedule C.**

Motion made by Commissioner Geary, seconded by Commissioner Schoeber. Discussion: Administrator Lynch discussed the invoices with the Commissioners. Roll call vote: 5-0, all in favor. Voting in favor of adopting this resolution were Commissioners Geary, May, Schoeber, Siragusa and Thorn. Voting in opposition, none. Resolution adopted.

p. Executive Session: none.

## **II Water Commission**

a. Reports from Special or Sub-Committees - none.

Chairman May requested an agenda item be added titled Water Operations on future agendas.

b. Report from Engineers – none.

c. Old Business

1. To review the job posting for the Potable Water System Operator.

Administrator Lynch discussed the job requirements for this position and indicated that per Union contract, this posting must be presented "in house" prior to offering the

position out to the public. The Commission members expressed concern regarding the requirement for the applicant to have a CDL license. Superintendent Didato indicated there are times the applicant will need to move equipment and trucks requiring a CDL license. Motion made by Commissioner Thorn, seconded by Commissioner Siragusa to amend the job posting to state a CDL license is desired but not required. Voice vote: 5-0, all in favor, motion carried.

Motion made by Commissioner Geary, seconded by Commissioner Siragusa to approve the job posting as amended and to forward the document to the Mayor's office. Discussion: Administrator Lynch stated time is of the essence in hiring an applicant for this position. He hopes to set up interviews and move the hire along as quickly as possible. Voice vote: 5-0, all in favor, motion carried.

d. New Business

To consider and act on a motion to approve budget transfers as depicted on Schedule B attached. Motion made by Commissioner Geary, seconded by Commissioner Thorn. Discussion: Commissioner Geary clarified the requests to transfer funds is not mixing the sewer and water funds together, but simply transferring funds within to pay bills from the contingency account. Roll call vote: 5-0, all in favor, motion carried.

e. To consider and act on the payment of bills.

**SAR 2009-035. The Town of Montville Water Pollution Control Authority hereby resolves to pay bills in the amount of \$1,012.50 as depicted in Schedule D attached.**

Motion made by Commissioner Geary, seconded by Commissioner Siragusa. Discussion: none. Roll call vote: 5-0, all in favor. Voting in favor of adopting this resolution were Commissioners Geary, May, Schoeber, Siragusa and Thorn. Voting in opposition, none. Resolution adopted.

### **III Remarks from the Public**

Attorney Jon Chase spoke regarding his concerns for the process used by the Commission for discussing correspondence sent to the Commission by residents of Montville.

### **IV Remarks from the Commission Members**

A discussion was held regarding the establishment of a procedure for discussing correspondence and how to determine what correspondence should and should not be forwarded to the Commission for discussion. Chairman May indicated correspondence that contain false information, inflammatory or derogatory comments or contain bias opinions or are sent unsigned or by persons with a hidden agenda should not be addressed by the Commission.

Commissioner Siragusa indicated if he receives correspondence from the public he will forward them to the Commission to review.

Administrator Lynch stated if the Commission members forward the correspondence they wish to share with the rest of the Commission to his office he will include them in the packet for the next meeting.

### **V Adjournment**

Motion made by Commissioner Geary, seconded by Commissioner Thorn to adjourn the meeting at 9:15 p.m. Discussion: none. Voice vote: 5-0, all in favor, motion carried. Meeting adjourned.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville  
 An audio recording of this meeting is on file in the office of the Town Clerk.

INVOICES July 6, 2009

\*\*\*Schedule C\*\*\*

<b>Sewer</b>		<b>\$ 36,308.60</b>
Robinson & Cole LLP	-	\$ 34,040.60
Branse, Willis & Knapp, LLC	-	2,268.00

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\*\*\*Schedule D\*\*\*

<b>Water</b>	-	<b>\$ 1,012.50</b>
Branse, Willis & Knapp, LLC	-	\$ 1,012.50

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\*\*\*Schedule A\*\*\*

Sewer		Transfer From	Transfer To
70938 - 52164	Contingency	222,926	
70958 - 52123	Engineering		150,000
70948 - 52000	Electric		65,800
70918 - 52041	Legal		7,126
		222,926	222,926
70928 - 53095	Defoamer	10,000	
70928 - 53092	Phosphoric Acid	12,000	
70928 - 53091	Ammonium Hyd	10,000	
70938 - 53205	Grinder Pump	7,000	
70938 - 53019	Misc Supplies	40,000	
70938 - 53029	Maint. Upkeep	18,000	
70938 - 53109	Lab Supplies	2,000	
70938 - 53110	Lab Equip	1,500	
70938 - 53112	Pump Sta	25,000	
70918 - 52041	Legal		116,200
70918 - 53000	Office Supplies		3,000
70918 - 53009	Comp. Svc		4,800
70918 - 52003	Telephone		1,500
		125,500	125,500
<b>****Schedule B****</b>			
Water		Transfer From	Transfer To
80999 - 52049	Conn Pass thru	161,652	
80998 - 53201	MTUA Svc		4,895
80998 - 53202	SCWA Direct Chg		13,408
80998 - 53203	Water		121,582
80998 - 53204	SCWA Direct Pymt		21,767
		161,652	161,652