

**Town of Montville Water and Sewer Commission
Regular Meeting Minutes
January 7, 2019 – 6:00 p.m.
Town Council Chambers – Montville Town Hall**

1. Water and Sewer Commission

a. Call to Order

Chairman Murphy called the regular meeting of the Water and Sewer Commission to order at 6:00 p.m.

b. Pledge of Allegiance

All stood and pledged the flag.

c. Roll Call

Present were Commissioners Brian Quinn, Anthony Siragusa, Chairman Gary Murphy, Commissioner Thorn, and Town Councilor Jeff Rogers. Also present were WPCA Superintendent Derek Albertson and Mayor Ronald McDaniel. A quorum was present.

d. Alterations to the Agenda

Motion by Commissioner Siragusa; seconded by Town Councilor Rogers to removed Agenda, Item 0.2. Discussion: none. Voice vote, 5-0, all in favor. Motion carried.

e. To consider and act on a motion to approve the Regular Meeting Minutes of December 3, 2018.

Motion by Commissioner Siragusa; seconded by Commissioner Thorn to approve the Regular Meeting Minutes of December 3, 2018. Discussion: none. Voice vote, 5-0, all in favor. Motion carried.

f. Communications pertaining specifically to matters which concern the Commission *None*

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

Chairman Murphy asked three (3) times for remarks. There were none.

h. Commission Attorney on Matters Referred -- *None*

i. Report from Administration Division

Superintendent Albertson commented on the inclusion of reports of the water and sewer budgets through December 31, 2018, in the meeting packet for review by the Commission. M. Benway reported there were no invoices that exceeded \$5,000.

j. Report from Operations Division

WPCA Chief Plant Operator/Superintendent Washington submitted an Operations Report for December 2018 included as an attachment to the minutes. He highlighted the hiring of two (2) new Operator 3 staff persons; the desire to hire a collections operator to replace the maintainer, water flow preventative measures; the changing out of scrubbers at the old Beit Bros for fewer odors, and other items in his monthly report. Commissioner Siragusa suggested that he check with the prison concerning wood cutting for cross country clearing. The quote for the camera obtained by Superintendent Albertson was a pre-bid listing which Town Councilor Rogers supported. Per discussion, Town Councilor Rogers posed questions to Superintendent Albertson concerning costs associated with the Maple Avenue repair, the hoist truck, lighting, manholes, SCADA, the main pump, and engineering expense. The also reiterated his request for a detailed expense report as submitted by other commissions on which he sits.

k. Report from the Mayor

Mayor McDaniel reported on a disinfectant upgrade that will be sent to the State for reimbursement.

l. Report from Engineers -- None

m. *This item was not included on the Agenda.*

n. Old Business

1. RFP Update for Emergency Work

Superintendent Albertson commented on the RFP sent to the Commission in the meeting packet. The RFP speaks to licensing, safety concerns, and how a contractor should respond in emergency situations.

Motion by Commissioner Siragusa, seconded by Commissioner Murphy to approve the RFP for Emergency Work. Discussion: Town Councilor Rogers commented on page 2 of the RFP concerning “looking for rates.” Mayor McDaniel clarified that the Commission is seeking the best lowest bid. Town Councilor Rogers also commented on page 4 bullet stating it would be less expensive to hire Town PD as flaggers and to monitor traffic. He also objected to the rate proposal form language regarding the 3% negotiable fee. Mayor McDaniel proposed one-year increments up to three (3). Town Councilor Rogers also proposed the removal of “routine and on-call basis” as cited on page 8. Motion by Chairman Murphy; seconded by Commissioner Quinn to approve the proposed changes to the RFP. Discussion: none. Voice vote, 5-0; all in favor. Motion carried. Per the original motion, Voice vote, 5-0, all in favor to approve the RFP as amended. Motion carried.

o. New Business – None

1. Upgrade Kitemaug and Derry Hill Pump Stations for SCADA

Superintendent Albertson spoke about the exceptional SCADA system and the design of motor controls by Woodwin & Curran so the pump stations work autonomously with an alarming system to analyze the different flows. He said the project was approved under CIP last year

2. Appoint Temporary WPCA Chairman until a full board of Commissioners is seated to be effective starting January 10, 2019. *This item was removed from the Agenda.*

p. Reports/referrals from Planning & Zoning m-- None

II. Water Commission

a. Report from Sub-Committees—None

b. Report from Engineers

Superintendent Albertson stated he had the end of the year reports that included information on TTHM levels, cross connection backflow of which six (6) were defective and have been completed, and a pressure relief valve installed at Jerome Road.

c. Old Business -- None

d. New Business -- None

e. Remarks from the Public

Chairman Murphy asked three (3) times for remarks. There were none.

f. Remarks from Commission Members

The Commissioners gave well wishes to Commissioner Thorn and Chairman Murphy whose last meeting was this evening. Town Councilor Rogers thanked them for their service and expressed surprise at their leaving. They were also thanked for their leadership and commitment by Mayor McDaniel and their service to the Commission by Commissioner Quinn. Superintendent Albertson thanked Chairman Murphy for his hospitality. Commissioner Thorn who spent 16 years on the Commission will continue his work with the placement of free service dogs for veterans having recently placed four (4) dogs. He spoke about the progress of the WPCA during his tenure. Chairman Murphy has taken on an expanding role with the Salvation Army. He spoke about how impressed he was with Superintendent Albertson, the good job done by M. Benway and D. Weston in the office, and thanked Recording Secretary G. Gathers for her work with the Commission.

g. Adjournment

Motion made by Commissioner Siragusa, seconded by Town Councilor Rogers to adjourn the meeting at 6:54 p.m. Discussion, none. Voice Vote, 5-0, all in favor. Meeting adjourned.

Respectfully submitted by,

Gloria J. Gathers
Recording Secretary, Town of Montville

AN AUDIO RECORD OF THE MEETING IS AVAILABLE ON THE TOWN WEBSITE.

INTERDEPARTMENTAL MEMORANDUM

TO: WPCA
FROM: Derek Albertson, Chief Operator / Superintendent
DATE: December 30, 2018
RE: December 2018 Monthly Report

Compliance/Process

Wastewater Treatment

Plant is in compliance with the State and Federal permits. Trucking for sludge was reduced 20% as compared to this time last year.

No formal reporting was required for the sewer plant or collections system due to malfunctions or effluent quality problems.

Odor complaints were received this month for an area near the Maple Avenue (water) pumping station- the odors were from a breach in the Rand-Whitney effluent line resulting in a small bypass which was subsequently CTDEEP-reported and repaired on December 29, 2018 by P & H Construction.

A suspected backup was called in on December 20 (46 New York Road)- it was determined to be a blockage in the house's lateral.

A failing septic system was reported for the Busy Beaver Mobil Home Park on Raymond Hill Road. Municipal sewers are located approximately one-half mile from this location. No public water is available. The CTDEEP (Emily Anness, Subsurface Disposal and Agriculture) was contacted about potential remedies.

Water Supply

The annual TTHMs summary report (for the water supply) has been prepared in draft form. A final copy will be prepared and submitted to the CTDPH in January 2019.

Finances

December payroll:

Significant Purchases:

Account Balances:

On December 19, 21 shut off notices (door tags) were placed. Currently, four connections are slotted for shut off. Two remain shut off as of January 2, 2019.

Staff

No reports of employee injury this month. One case of workman's compensation is ongoing due to a previously reported wrist injury. The staff has done a commendable job during recent the short staff conditions; staff has been reduced by two operators.

Internal and external postings have been conducted to replace two positions: *Operator I* and *Senior Lab Operator*. Interviews have been conducted and offers were extended to Gerald Miner (*Senior Lab Operator*) and to Marcel Antonini (*Operator III*) who will begin work on December 31. Daily (operator) onsite coverage is now from 6 a.m. to 4:30 p.m. and weekly onsite coverage has been extended to seven days per week.

It is recommended that and additional a *Collections Operator* be hired to avoid potential non-compliance issues.

US DOT Random Test Screening occurred on December 10. Joe Razzaia, Jr. (Gregory & Howe, Inc., Shelton, CT) was onsite to conduct breathalyzer testing and urine collection. Notification of the confidential test was previously scheduled on November 26 by Doug Sharafanowich of Gregory & Howe, Inc. No concerns were noted.

An October 2018 Public Act (18-97) now requires CTDEEP-certified operators to complete six CEUs annually.

Inspections

Hoist (safety) inspections were completed on December 17.

Cross-connection and backflow inspections were completed in December 2018.

SPCC field inspections will commence in January 2019.

Stormwater inspections/sampling associated with the industrial (general) permit have been completed with the annual report mailed into the CTDEEP. The stormwater monitoring requirements were reviewed with the WPCA consultant (David Campbell, Nathan L. Jacobson & Associates, Inc.) on December 14. It is expected that sampling/analysis will change in 2019 with the formal CTDEEP requirements in the new general permit.

Equipment

The hoist truck was repaired and placed back in service on December 27.

Projects

Chlorine Contact Chamber: In December, the residual sludge was removed by in-house personnel resulting in cleaner effluent (less suspended solids).

Waterline to garage: Staff repairing the domestic waterline January 2.

Repair to Wet Scrubber: Staff repairs and work on the odor control system began on January 2nd

Request for Proposal (RFP) for emergency services: A preliminary draft was completed by the WPCF staff, reviewed by WPCA engineer (Therlin Montgomery, Wright-Pierce) and provided to the WPCA for review. Once it is reviewed by the commission, the RFP will be finalized and advertised.

Jerome Avenue Pressure Relief Valve (PRV) Installation: The relief valve was installed (by P & H Construction) under the direction of the WPCA engineer (Rick Cruanes, Wright-Pierce) to allow for improved fire suppressant. Post-installation pressure testing and disinfection will be completed. The installation (including paving) was completed on December 22.

Evaluation of the Existing Chlorination System/ Effluent Disinfection Upgrade: The chlorine analyzer testing was completed in November during an extended disinfection season (permit allows to November 15). Mr. Montgomery retrieved the analyzer on December 12. A December 19 meeting with the contractor (Nate Carlson, Delray Contractors) and the WPCA engineer (Therlin Montgomery/Barry Parfitt, Wright-Pierce) provided an update to demolition and backfill operations as well as the eventual new Chlorine Building installation.

Recycle Water System(s) Upgrade: Initial VFD/PLC inspection for existing recycle pumps was completed in November. An initial response to improve recycle water pumping supply was defined: "jockey pump addition with enhanced pumping control with VFD and PLC alterations".

NPDES Permit Renewal: Current Permit expired on December 9. Renewal package was received by the CTDEEP six months prior as stipulated. No approval of new permit has been received.

Explosion-Proof Lighting: In the Influent Wetwell (Class I, Division I), insulated wiring and explosion-proof LED lighting were installed by Derosier Electric. The job was completed on December 14.

SBR Diffuser Replacement: A review of the supply of fine-bubble air diffusers. A December meeting with WPCA engineer (Therlin Montgomery, Wright-Pierce) was held

to discuss the combining of the proposed SBR-4 (concrete) wall inspection with the diffuser installation. Additional testing of the existing blowers will be initiated to ensure compatibility of the diffusers with the existing blowers onsite.

Equipment

The Kitemaug Pump Station experienced a pump failure. A similar pump was purchased for replacement (cost was approximately \$4,000) and will be installed in January.

Development

The hydraulic modeling (for water supply) was completed for the proposed residential development along Maple Avenue. Mapping of sewer and water lines (in the vicinity of the development) had been previously provided to the developer's engineer.

A request for information was received for potential development along 69 Fitch Hill Road. Mapping for the area was forwarded to the potential developer.

CIP Projects

Manhole Repairs: A December 18 WPCA Engineer (Therlin Montgomery/Joe Hausman, Wright-Pierce) meeting produced a reduced work scope and a potential timeline for a request for bid for the repair work. It is anticipated that due to the project location (intersection of two state highways with traffic light) and significant traffic control issues the work cost will exceed \$5,000.

SCADA/Motor Control Upgrades: The WPCF staff met with WPCA Engineer (Paul Couture, Woodard & Curran) and received a December 2018 Proposal for work. A December 2018 letter summarized the work to be completed at the Derry Hill and Kitemaug sewer pump stations. The upgrades are part of a 5-year effort to replace failing systems with new, single sourced, digitally-based controls with streaming data and a remote monitoring capability. The enhanced SCADA system allows for easy remote monitoring thus reducing the off-shift man hours associated with pump station inspections. The proposed work will begin January 2019.

Main Pump Replacement: The WPCF staff has interviewed various vendors for the new Influent Pumps ("passable pump"). The pumps will be purchased in the first quarter of the year.