

Meeting Minutes

Town of Montville Water Pollution Control Authority
Monday, April 2, 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 Pollution Control Authority 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 Lynch, Mayor Ron McDaniel and Attorney Ron Ochsner. Absent was Superintendent Didato.

d. Alterations to the Agenda

Motion made by Commissioner Thorn, seconded by Commissioner Schober to add agenda item q (1) motion to discuss authorizing the Lakeside Raptor Septage Acceptance agreement. Discussion, none, voice vote, 5-0, all in favor, motion carried and the agenda was amended.

e. To consider and act on a motion to approve the special meeting minutes of March 8, 2012.

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

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

Administrator Lynch stated that he does not have any additional correspondence to add to discuss with the Commission.

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

Chairman May asked three times if there was anyone from the public who would like to come forward to address the Commission.

h. Motion made by Commissioner Thorn, seconded by Commissioner Schober to enter into Executive Session for the purpose of discussions concerning strategy and negotiations with respect to a pending claim. Discussions held during executive session to include members of the WPCA, Attorney Ron Ochsner, Administrator Lynch, and Mayor Ron McDaniel. Voice vote, 5-0, all in favor, motion carried and invited parties left Chambers for executive session at 7:05 p.m., returning at 7:27 p.m. Chairman May resumed the meeting and stated there were no votes taken during the executive session.

i. Special Recognitions/Presentations – none.

j. Report from Commission Attorney on Matters Referred – none.

k. Report from Operations Division

Superintendent Didato was not present at the meeting but submitted the following report for the month of April, 2012.

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.
3. Sludge thickness has averaged 5.0% over the last month.
4. We averaged 55 lbs/day of nitrogen in our discharge last month. Our DEEP limit for calendar year 2012 has been reduced to 124 lbs/day.
5. Had work done on our waste pump in SBR #3. It is working well now.
6. We changed out all SBR blower intake filters. These large filters reduce blower efficiency as they age.
7. Performed more work on our smaller scrubber. The fiberglass impeller was touched up with resin, and it was also balanced. UPDATE: Installed new bearings. Now it is running very smoothly.
8. Our odor control scrubbers are two vital pieces of equipment. This month in addition to daily inspections and adjustments we performed what is called an acid bath on our BIG scrubber. Twice a year we do this to remove any internal scale that may have built up inside the units. To accomplish this task all of the internal solution is pumped out and a mixture of water and muriatic acid is added to bring the pH down to 2 for a specific period of time. After this is done the unit gets flushed and filled with a solution that is within certain operating parameters for both pH & O.R.P.
9. We continue to repair and adjust the old head work and septage receiving equipment. I have been working with the vendor and our engineers to get this equipment updated.
10. We repaired our truck loading system for sludge removal.
11. Drained and cleaned our 137,000 gallon WAS 3 tank.
12. We removed the old (1975) rusted steal rake system from our original clarifier tank. This was a very labor- intensive project that involve cutting steel and removing it with our crane truck. The steel was turned in for scrap and generated some money for the WPCA. We also removed other debris in the tank that had accumulated over the years that found its way into the tank.
13. Installed new flow meters for our outfall. Having accurate measurements of flow leaving the facility is vital to our operation and DEEP compliance.
14. Attached to my report is a copy of the Fire & Life Safety Inspection statement. It indicates that we had NO VIOLATIONS.
15. We relocated our chlorine residual analyzer. It now is more assessable and safer to work on.

COLLECTION SYSTEM

1. We are waiting for a replacement pump for our Kitemaug Rd pump station.
2. We replaced a few grinder pumps out in the field.
3. We procured a dump trailer at auction. This should replace our 1960 something dump truck. It should prove to be safer and more reliable.

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. Note: Normally before a new meter is installed the water is shut off using the inside valve. However, we are seeing many occasions of older inside valves not functioning properly. As a result we temporarily shut off the water at the curb box. This month we had to excavate a curb box to get to the valve to secure the flow.
3. New water service at #45 Golden Rd.
4. We had a sanitary survey conducted of our water system by an agent from the DPH. No violations found.

5. Gregg met with contractor for the safety building. They discussed backflow devices for the service line and fire system.
6. Bob, Jon, and Gregg replaced the seals on an important pump at our 1401 Booster station. It is running well now.
7. I have been working on resuming work on the Cook Drive water tower cathodic protection system. This should be done before the water gets warmer and more aggressive on internal surfaces.

1. Report from Administration Division

Administrator Lynch submitted the following report for the month of April, 2012.

1. We are finishing up on the collections for the third quarter of the year. We had six customers set up payment plans to catch up on their delinquent accounts. Our residential revenues for January and February are up \$5,000 compared to the same time last year.
2. Mike and I meet with the Director of the new facility at the prison. They have not paid their connection fee for the hook up to the sewer system. I have sent correspondence to the State Department of Corrections requesting that they address the issue.
3. Harry Heller will be on the agenda to discuss the new hotel that is being proposed to be built on route 32. The plans are being reviewed by Bernie Baker of Nathan Jacobson. Bernie pointed out that there is still capacity in the line to handle this project and growth for the future, but we may want to address expansion in that line in the next few years.
4. I submitting a draft of the water and sewer budget for everyone's review. I have added some new line items in the budget this year. I also have included a capital improvement plan. Mike and I are addressing some of the needs for the plant and the collection system.
5. We will be going out for a reverse auction on our electrical contract. I have set up with a company (World Energy) that will contact electricity suppliers to bid on our usage. This should help lower our electrical rate.
6. Rand-Whiney sent an addendum to the MOU at the beginning of the month. They asked if we could have Wright-Pierce review it content. Mike and I sat with Ron Ochsner and Matt Auger about the request. We were advised to send it to the engineers for their review.
7. April first will be the start of our new drop box service for sewer and water payments. We have met with Thomas Drunsic of Lighthouse Financial Services of Woburn Ma. And have reviewed all the accounts and procedures. This is going to cut down on time Maureen and I spend processing payment through the mail.

Administrator Lynch stated the lockbox payment system started today and he will report regarding its progress at the next meeting.

m. Report from the Mayor

Commissioner Siragusa inquired regarding the ongoing personnel investigation and Mayor McDaniel stated the investigation paperwork has been submitted to his office in draft form and he is in the process of reviewing the material.

n. Report from special or sub-committees – none.

o. Report from Engineers

Administrator Lynch stated there are items on the agenda from engineer but there is no additional business before the Commission this month.

p. Old Business

1. SAR-2012-006. THE TOWN OF MONTVILLE WATER POLLUTION CONTROL AUTHORITY HEREBY RESOLVES to adopt the 2012/2013 sewer budget. Motion made by Commissioner Thorn, seconded by Commissioner Schober. Discussion, Administrator Lynch reviewed the budget with the Commission, discussing reductions in the electrical contract by way of reverse auction, the sludge removal contract, bonding, legal expenses, Capital Improvements including the purchase of a Vac Truck at the cost of three hundred and sixty thousand dollars. He discussed options for the purchase of the truck, the purchase of grinder pumps, and office supply expenses. He stated the Commission will vote on this budget and forward it to the Town Council as a courtesy as they will not vote on it. He explained the Town Council will be required to vote on the Water budget. A discussion was held regarding re-formatting the budget for the upcoming year to make it easier to follow and to include explanations for increases and decreases from year to year. Commissioner Thorn stated the budget was prepared well with most items requesting no increase. Administrator Lynch urged the Commission to approve the budget as submitted. Commissioner Murphy inquired what a five percent reduction in staff would equal and Administrator Lynch stated there are currently ten employees working for the WPCA. A discussion was held regarding what impact reducing the numbers of employees would have on the WPCA. Administrator Lynch stated he would have to conduct a study and speak with the Superintendent before he could make a determination on the impact a reduction in staff would have. Chairman May stated an efficiency study should be initiated to determine this fact before a determination is made. Roll call vote, 5-0, voting in favor were Commissioners Murphy, Schober, Siragusa, Thorn and May. Voting in opposition, none, resolution adopted.

q. New Business

1. Motion to authorize Superintendent Didato to authorize repairs to the Lakeside Raptor Septage Acceptance for Plant Model 315AP at a cost of twenty thousand five hundred and eighteen dollars.

Motion made by Commissioner Thorn, seconded by Commissioner Schober, discussion, Administrator Lynch stated the repairs will be approximately twenty thousand five hundred and eighteen dollars to replace the unit as in kind with individual basket rings and the labor costs for the repairs are approximately four thousand dollars. The money for the proposed repair work is available in the budget. Option #1 consists of repair of the rake and comb assembly and option #1-A consists of the repair of the screen basket. Administrator Lynch stated it is more cost efficient to send this out for repair, he stated the repairs should last five to seven years. A discussion was held regarding budgeting for replacement of the Raptor in the future. If the repairs are authorized the Commission can look into budgeting money for a new system in the future. Roll call vote, 5-0, voting in favor were Commissioners Murphy, Schober, Siragusa, Thorn and May. Voting in opposition, none, motion carried.

s. Reports/referrals from Planning & Zoning

Commissioner Siragusa stated the Planning & Zoning Commission discussed a water tower proposal located at 375 Butlertown Road and the installation of water hydrants to serve the industrial park with water from this tower. Mayor McDaniel discussed the proposal, stating the tower is for fire suppression in the industrial park and will not be used for drinking water. The Town of East Lyme purchased the property for the proposed tower on Friday but the Town of Montville will benefit from the use of the water tower for Montville properties. The Zoning Commission will hear a proposal from the Town of East Lyme for a variance of the tower height at its next meeting.

t. Payment of bills

1. SAR-2012-007. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of \$4,437.00 (four thousand four hundred thirty seven dollars) per attached Schedule A. Motion made by Commissioner Schober, seconded by Commissioner Thorn, discussion, none, Roll call vote, 5-0, voting in favor were Commissioners Murphy, Schober, Siragusa, Thorn and May. Voting in opposition, none, resolution adopted.

2. **Water Commission**

a. Report from Sub-Committees – none.

b. Report from Engineers – none.

c. Old Business

1. SAR-2012-008. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to approve the 2012-2013 Water budget and to forward the Water budget to the Town Council for approval. This approval includes the additional narrative discussed at the Commission meeting and agreed upon by the Commission members to add wording to future budgets to clarify adjustments to budgeted line items. Motion made by Commissioner Thorn, seconded by Commissioner Schober, discussion, Administrator Lynch discussed the need to paint the Cook Drive tower tank in the upcoming year and moving the Water Operator to the sewer budget side for accounting purposes only, stating he is not eliminating the position, he discussed the increases to the budget and justified the need for the proposed increases with the Commission, stating he does not want to ask for a water rate increase this year and by moving the Water Operator to the sewer budget he does not anticipate an increase. He stated this budget is a tight budget and he encouraged the Commission to vote in favor of the budget as submitted and amended. Commissioner Siragusa suggested an easier budget to read for the next budget year. Mayor McDaniel stated the rate will remain neutral and consumption is up. Administrator Lynch stated he will do his best to discourage a future rate increase. Roll call vote, 5-0, voting in favor were Commissioners Murphy, Schober, Siragusa, Thorn and May. Voting in opposition, none, resolution adopted.

d. New Business

1. To consider and act on a motion to hear a presentation from Mr. Patrick Gallagher from NDKLP/Allied Development regarding waiving the water hook up fee for #16 Podurgiel Lane.

Motion made by Commissioner Thorn, seconded by Commissioner Schober. Discussion, Administrator Lynch discussed the proposal and gave the series of events to date leading to date. He introduced Mr. Gallagher to the Commission. Mr. Gallagher discussed events to date and the water hook up fee waiver for the residential construction on this site, the flooding that occurred on the property five years ago and the agreement made after the flood for the houses to hook up without a fee in this particular neighborhood. He discussed the agreement made with the town and explained the discrepancies in the understanding of the agreement as he understands it. He distributed copies of the map of the area in question and hopes he will get satisfaction from the town in this matter. Chairman May stated the WPCA is willing to grant the permit to connect and a determination needs to be made regarding who is responsible for payment of the connection. Commissioner Schober inquired if the billing fee to hook up to the water system can

be deferred so as to not hold up the sale of the home. Attorney Ochsner submitted the following resolution for approval;

SAR-2012-009. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to approve a permit for NDKLP/Allied Development to connect to the Town of Montville water distribution system at #16 Podurgiel Lane with the standard hook up fee being held in abeyance pending a determination of the owner's legal deliberations to pay that fee. Motion made by Commissioner Schober, seconded by Commissioner Thorn, discussion, none, voice vote, 5-0, all in favor, motion carried. Resolution adopted.

3. Payment of Bills

a. SAR-2012-010. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of \$264.00 (two hundred sixty four dollars) per attached Schedule B. Motion made by Commissioner Thorn, seconded by Commissioner Schober, Roll call vote, 5-0, voting in favor were Commissioners Murphy, Schober, Siragusa, Thorn and May. Voting in opposition, none, resolution adopted.

4. Executive Session – none.

5. Remarks from Commission Members – none.

Town Councilor Dana McFee discussed the reduction in legal fees paid by the WPCA in the upcoming year and stated the rate payers should benefit from the savings in reduced water rates this year.

Mr. Rick Gladeau proposed putting off the purchase of the Vac truck this year and to use the money toward lowering the water rates. Administrator Lynch discussed the advantages to purchasing or leasing to own the truck, stating it will pay for itself in a short amount of time and will eliminate the costs of renting the truck as it is needed. He also stated the money saved from the legal bills has been transferred to perform the repairs he discussed.

Administrator Lynch stated he is in favor of a rate reduction in the future and stated he will use all the money available appropriately, stating he believes in fiscal responsibility.

6. Adjournment

Motion made by Commissioner Schober, seconded by Commissioner Thorn to adjourn the meeting at 9:00 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		\$4,437.00
	Total:	\$4,437.00

Schedule B

Branse, Willis & Knapp, LLC		\$264.00
	Total:	\$264.00