

**Meeting Minutes of the
Town of Montville Water Pollution Control Authority
Monday, August 2, 2010
Town Hall – Town Council Chambers – 7:00 p.m.**

I Water Pollution Control Authority

a. Call to Order

Chairman May called the regular meeting of the Town of Montville Water Pollution Control Authority to order at 7:00 p.m.

b. Pledge of Allegiance

c. Roll Call

Present were Commissioners Hillman, May, Schober and Siragusa. Absent was Commissioner Thorn. Also present was Administrator Lynch, Superintendent Didato, Mayor Jaskiewicz and Attorney Oschner.

d. Approval of the Minutes

1. Regular Meeting Minutes of April 5, 2010;
2. Regular Meeting Minutes of June 7, 2010

Motion made by Commissioner Hillman, seconded by Commissioner Schober to approve the regular meeting minutes of April 5, 2010 with the transcribed attachment and the regular meeting minutes of June 7, 2010. Discussion: none, voice vote, 4-0, all in favor, motion carried.

Motion made by Commissioner Siragusa, seconded by Commissioner Schober to amend the agenda to include a presentation by Town Planner Marcia Vlaun. Discussion: none. Voice vote, 4-0, all in favor, motion carried.

Marcia Vlaun, Town Planner discussed a proposal for conducting an industry study and feasibility analysis for the Town of Montville in addition to conducting a specialized assessment of an IMAX Theatre and a work scope for a more general feasibility analysis to determine if there are other land uses that would be suitable for development of the old drive in theater site on Route 32. She asked the Commission to look over the materials she has presented to them regarding the proposed study and to discuss the possibility of helping out with the costs of conducting the study. She stated her Department has five thousand dollars to contribute and she is looking for an additional eighteen thousand from the WPCA. She stated the Town of Montville would like to better understand the industries that are growing in the region as well as new and emerging industries and in order to assess the potential of the economy in the future the Town should conduct a feasibility analysis of the parcel of land that was once used as a drive in theater. She stated the town seeks to refine and solidify its niche in the region and should develop economic policies that fit the community's vision for the future and execute strategies that will make a positive economic difference. She stated when the economic times are difficult the Town should be pro-active in bringing business to the Town that will pay taxes and support the community. She thinks the study will give a determination for the highest and best use of the property.

Chairman May stated the Commission will review the materials submitted and he will place this item on the September agenda for further discussion. He suggested Ms. Vlaun attend the

September meeting should the Commission members have questions or require additional information.

e. Executive Session

Motion made by Commissioner Schober, seconded by Commissioner Hillman to enter into Executive Session for the purpose of discussions regarding the following;

1. Discussion Regarding the Employment Agreement between the Town of Montville and WPCA Superintendent Michael Didato.
2. Discussion Regarding Issues pertaining to litigation with Rand Whitney.

Discussion: Chairman May made a motion to amend the Executive Session order of business to allow the discussion of e (2) first, followed by agenda item e (1). Motion was seconded by Commissioner Schober. Voice vote, 4-0, all in favor. Executive Session order of business was amended.

Chairman May stated Executive Session e (2) will include the members of the Water Pollution Control Authority, Mayor Jaskiewicz, Administrator Lynch, Superintendent Didato, Attorney Dina Fisher, Edward Heath, Frank Durcole and Attorney Ochsner. Executive Session regarding agenda item e (1) to include the members of the Water Pollution Control Authority and Mayor Jaskiewicz.

Voice vote, 4-0, all in favor, all parties left Chambers for Executive Session at 7:10 p.m. and returned at 8:45 p.m. Chairman May resumed the meeting and indicated no formal votes were taken during either of the Executive Sessions and stated discussions for agenda item e (2) concluded at 8:15 p.m. and discussions for agenda item e (1) concluded at 8:45 p.m.

f. Communications

Administrator Lynch informed the Commission he has been in contact with Commissioner Thorn and he is doing well and remains positive as he completes the final weeks of his treatment.

g. Remarks from the Public Regarding Items on the Agenda

Chairman May inquired three times if there was anyone who would like to step forward to address the Commission.

h. Remarks from the Operations Division

Superintendent Didato included the following information 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 for 2010. There were no treatment plant odor complaints during the past 2 months. Sludge thickness increased to an average of 5.6% last month. We averaged 115 lbs/day of nitrogen in our discharge last month. Our limit for calendar year 2010 is 135 lbs/day. We have a new intern at our facility for the next 6 weeks. Her name is Devin and currently attends the Science & Technology School in New London. During her first 2 weeks at the plant she has shown a great interest in the WPCF and our operations. FYI: She does not get paid by the WPCA or the Town, she gets paid by an outside program. She will not be using any power equipment because of her age. However, we have found useful tasks for her to do. Realistically our objective is not to just get free labor from the program. Like my efforts on the CT Waste Water Certification Advisory Council, we hope to promote the

profession of wastewater treatment operators for high school students. A crew from Cortex has started the study on the condition of the RW pipelines. We had a mechanical failure on our #1 decanter which required immediate attention. It turned out to be a striped gear. The Basin remained on line and the gearbox was swiftly replaced with the efforts of many staff members working together. In the evening of July 21st most of Montville lost power. We had some problems with transfer switches for two generators but were able to maintain basic operations without incident. We had an old undersized transformer removed that feeds our main pumps. This transformer is no longer necessary with our newer style VFD drives. I am glad to have this removed as it was undersized when all pumps would run at 100% which was discovered when we experienced the major rain event earlier this year.

Collection System:

On a number of occasions in the past the tribe has assisted us with our pump stations. We were recently in the position to assist them with one of their pump stations and took advantage to do so. I have more details on this. However, most importantly it illustrates how well one hand washes the other with our relationship with the MTUA. We had a new homes tie into our sewer system on Platoz Drive, Looking Glass & Derry Hill. The smoke testing has been stated for the I/I study in July. We will be replacing some of the original pump station radios that are 15-17 years old. These radios notify us of pump station failures. There has been some activity on the Gay Hill Road project. They have made some proposed changes on elevations of the sewer line that will need to be evaluated.

All of the Hydrants on our water system have been flushed. One of the hydrants will need to be replaced. We have encountered some instantaneous low suction pressure alarms at our Roseland Hill booster station. Water consumption from the station has increased dramatically this season. I expect the new booster station on Maple Avenue will resolve this problem. The Cook Drive water tower had been inspected. Everything looked good with the exception of 2 tie downs for the cathodic protection system. We will discuss and evaluate the corrective actions needed and the urgency for them with the contractor. A full cross connection inspection was completed this month on the correctional facility. Some time ago at a WPCA meeting we discussed joining the CT Water & Wastewater Agency Response Network (CtWARN). I don't think we fully completed our discussion on the topic at that time. At this time I would like to share more information on the subject. In your package you should find an unsigned contract to be part of this network. I hope to get approval from the Authority at our September meeting. This should allow everyone enough time to feel comfortable with this worthwhile program. What is CtWARN? CtWARN is a Water/Wastewater Agency Response Network (WARN) comprised of utilities providing assistance voluntarily to each other in the form of personnel and resources during emergencies by means of a pre-arranged mutual aid agreement. CtWARN provides increased planning, coordination and enhanced access to specialized resources to enable rapid, short-term deployment of emergency services to restore critical operations of the affected utility. The mission of the Connecticut Water/Wastewater Agency Response Network (CtWARN) is to support and promote statewide emergency preparedness, disaster response, and mutual assistance matters for public and private water and wastewater utilities. Why Join? No cost and no obligation in this voluntary program; Cost reimbursement for assistance provided to others; Developed, managed, and run by water and wastewater utilities; Timely access to resources; Access to database of other utilities' resources; Both private and public water and wastewater systems may participate; Membership in the intra-state program paves the way for interstate mutual aid assistance; More information can be found online at <http://www.ctwarn.org/>

i. Report from the Administration Division

Administrator Lynch included the following in his report to the Commission; the hearing phase of the arbitration ended in the middle of July. Both sides were given the opportunity to give oral arguments on the last day and then submit written briefs. The arbitrators have forty-five day to render a ruling. I have

asked representatives from Robinson and Cole to attend our meeting, so that the commission and ask any questions they might have. The booster pump station on maple Ave. has finally gone out to bid. I was assured by Sarah Cwikla (our engineer on the project) that the booster station will be operational by the end of the year. Bids will be opened at the end of August and construction will commence right away; Maureen and I have taken the first steps in taking over the accounting functions. We had Scott Bassett (our town's account) go over the transferring of the function and how he wanted the accounting set up. We have started working with the finance office imputing information on to the WPCA computer system. I placed in your packet a list of recommendation that the auditor and I came up with; unaccounted-for water for the past quarter is still below 10%. Greg has done an outstanding job of keeping track of the water. We sent out close to forty shut off notices and only three were turned off; Attorney Ochsner has been trying to set up a date to initiate discussions with the Town's Attorney on the issue of the WPCA's independence of the Town. Ron will talk to the commission about this; I have asked Rich Johnson of Amory Engineering to attend our meeting in August. He will be available to answer any questions or concerns the commission has on our Water Supply Plan before it is submitted to The DEP. Maureen sent the plan by e-mail to everyone and hard copied some commission members. If anyone else needs a hard copy, please call the office and I will make sure you get one.

j. Report from the Mayor

Mayor Jaskiewicz stated he is in favor of supporting the proposal from the Town Planner regarding the development of the old drive in site. He stated the development of this parcel has the potential to bring revenues to the Town and supports the WPCA contributing funds toward the proposal.

k. Report from Special or Sub-Committees

Chairman May indicated there is nothing to report from Special or Sub-Committees.

l. Report from Engineers

Richard Kruzcek from URS Corporation discussed his status report for the Montville Facilities Plan Projects. He stated the draft for the Facilities Plan report is complete and URS presented copies of the Facilities Plan on CD for the WPCA to review and comment in April. He stated he would like to move forward with the Public Hearing if there are no further amendments requested by the Commission and forward the draft document to the DEP.

Motion made by Commissioner Siragusa, seconded by Commissioner Schober to schedule the Public Hearing for the Facilities Plan on Monday, October 4, 2010 at 6:00 p.m. Discussion: none. Voice vote: 4-0, all in favor, motion carried.

Mr. Kurzcek stated the first three weeks of smoke testing and building inspections have been completed and there are approximately three more days until the smoke testing is complete and a week for the completion of the building inspection surveys. There was not much found for clean water connections during the smoke testing to date. He discussed the SBR Blower Mod, stating the draft contract was submitted to the WPCA for review and approval. The modified draft efficiency cost savings report was submitted as well and the report was submitted to CL&P for eligibility determination for up to a forty percent grant from CL&P for energy savings. The work for preparing the plans and specification has started with a ninety day window for completion. The plan is to replace one existing blower with one new highly efficient high speed turbine blower.

m. New Business

1. Discussion Regarding the Water Supply Plan Update.

Richard Johnson, Armory Engineering, spoke with the Commission regarding the Water Supply Plan. He requested authorization from the WPCA to forward it to the Department of Health. Commissioner Siragusa requested verification and clarification regarding several aspects of the proposed plan and it was the consensus of the Commission to postpone this discussion until the next regularly scheduled meeting in order to clarify some of the concerns expressed by Commissioner Siragusa.

2. To consider and act on a Resolution to approve the employment contract between the Town of Montville and WPCA Superintendent Michael Didato.

Motion made by Commissioner Hillman, seconded by Commissioner Siragusa to postpone this discussion until the next regularly scheduled meeting. Discussion: none. Voice vote, 4-0, all in favor, motion carried. This item will be placed on the September agenda.

3. Discussion Regarding WPCA Rules and Procedures.

The Commission reviewed the wording of several items included in the Rules and Procedures. Chairman May suggested the Commission review the document and submit anything they would like to add or amend for discussion at the next regularly scheduled meeting.

4. To Consider and Act on a Resolution to select representatives from the WPCA to attend meetings with the Town Council and the Mayor to discuss and evaluate whether the current procedures for approving WPCA employment contracts is consistent with the Montville Town Charter as revised.

Motion made by Commissioner Schober, seconded by Commissioner Siragusa. Discussion: Attorney Ochsner stated he has discussed this issue with the Town Council and there is a need for a resolution regarding a determination of which entity is responsible for approving employment contracts for the WPCA. He suggested the formation of a sub-committee to include two members of the WPCA, two members of the Town Council, the Town Attorney, Administrator Lynch, Mayor Jaskiewicz and Attorney Ochsner to resolve the issue.

Commissioner Hillman nominated Commissioners Thorn and Siragusa for appointment to the sub-committee to represent the WPCA. Commissioner Schober seconded the nomination. There were no additional nominations.

Resolution # SAR 210-022. The Town of Montville hereby resolves to appoint Commissioner Siragusa and Commissioner May as representatives from the WPCA to attend meetings with the Town Council and the Mayor to discuss and evaluate whether the current procedures for approving WPCA employment contracts is consistent with the Montville Charter as revised. Motion made by Commissioner Schober, seconded by Commissioner Hillman. Discussion, none, roll call vote, 4-0, voting in favor of adopting the resolution were Commissioners Hillman, May, Schober and Siragusa. Voting in opposition, none. Resolution adopted.

5. To Consider and Act on a motion to discuss the Transfer of Finances to the WPCA.

Administrator Lynch distributed copies of his list of items as requested by the Commission for the transfer of finances. The list depicts the day to day operations and requirements once the finances are transferred to the WPCA. He discussed the hire of part time employee to help out in the office once the transition is made, payroll, checks and balances, reporting of the finances to the WPCA, bank reconciliations, deposits of money, the proposed utility accounting program, and the possible expansion of the office space. Herb Werner, IT Specialist for the WPCA was present to discuss the installation and software required for a view only program for the WPCA.

A discussion was held regarding sharing resources at the Town Hall and the need for additional office space for the WPCA. Commissioner Hillman stated she has located a possible grant that can be used for the relocation of the WPCA office if they decide to relocate outside of the Town Hall. Administrator Lynch stated he hopes to discuss the transition with the Town Council at its August meeting and get started with the transition of the transfer of finances by September, 2010.

m. Old Business

1. To consider and act on a resolution to approve the capacity for a subdivision located at 120 Gay Hill Road.

Motion made by Commissioner Schober, seconded by Commissioner Siragusa. Discussion: Tom McNally discussed the proposal, stating this project was approved by the WPCA but the approval was granted for a six month time frame that has since expired. He gave a history to date regarding the project and stated the approval is a formality that states there is still capacity for the development of thirty nine houses on this site. The only changes to the original request are changes in elevation. It was the consensus of the Commission to request a formal request from the developer requesting an extension of an additional six months time period for the capacity of the development. Once the request is received by the Commission they will consider and act on it.

n. To Consider and Act on Referrals from Planning & Zoning

Chairman May stated he did not receive any referrals from Planning & Zoning but suggested the Commission consider the request for funding from the WPCA from Ms. Marcia Vlaun for the feasibility study.

o. SAR 2010-023. The Town of Montville Water Pollution Control Authority hereby resolves to pay bills in the amount of \$15,896.52 as depicted in Schedule A.

Motion made by Commissioner Hillman, seconded by Commissioner Schober. Discussion: a discussion was held regarding upcoming bills for attorney's fees.

Roll call vote, 4-0, voting in favor of adopting the resolution were Commissioners Hillman, May, Schober and Siragusa. Voting in opposition, none. Resolution adopted.

II Water Commission

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

b. Report from Engineers – none.

c. New Business

Administrator Lynch stated he has been receiving inquiries regarding if and when the Town will extend water to the Woodland Drive area of town.

d. Old Business – none.

e. SAR 2010-024. The Town of Montville Water Pollution Control Authority hereby resolves to pay bills in the amount of \$202.50 as depicted in Schedule B.

Motion made by Commissioner Hillman, seconded by Commissioner Schober. Discussion: none, roll call vote, 4-0, voting in favor of adopting the resolution were Commissioners Hillman, May, Schober and Siragusa. Voting in opposition, none. Resolution adopted.

III Remarks from the Public

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

IV Remarks from the Commission Members – none.

V Adjournment

Motion made by Commissioner May, seconded by Commissioner Siragusa to adjourn the meeting at 10:15 p.m. Discussion, none, voice vote, 4-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville

Schedule A

Sewer

Robinson & Cole -	\$24,418.80
(Sewer Treatment Plant)	2,667.00
	504.00

Branse, Willis & Knapp	
General Sewer	\$1,282.50
	1,039.50

RW	1,647.00
	5,619.51
	6,308.01

Schedule B

Water

Branse, Willis & Knapp	
General Water	\$135.00
	67.50