

**Meeting Minutes**

Town of Montville Water Pollution Control Authority  
Monday, March 7, 2011  
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.

- b. Pledge of Allegiance

- c. Roll Call

Present were Commissioners Hillman, May, Schober, Siragusa and Thorn. Also present were Administrator Brian Lynch, Superintendent Michael Didato, Mayor Jaskiewicz and Attorney Ronald Ochsner.

- d. Alterations to the Agenda

Motion made by Commissioner Thorn, seconded by Commissioner Siragusa to move agenda item 2 (d) 2 up on the agenda following agenda item 1 (g). Discussion, none, voice vote, 5-0, all in favor, motion carried.

Motion made by Commissioner Siragusa, seconded by Commissioner Thorn to add agenda item 2 (d) 3 as follows; The Town of Montville Water Pollution Control Authority hereby resolves to authorize the WPCA Administrator to initiate and publish an RFP for a town wide fire suppression capacity study. Discussion, none, voice vote, 5-0, all in favor, motion carried.

- e. To consider and act on a motion to approve the meeting minutes of the February 7, 2011 regular meeting.

Motion made by Commissioner Schober, seconded by Commissioner Thorn. Discussion; Commissioner Hillman stated the minutes reflect a roll call vote for page 6, new business, agenda item p (1) and there was a voice vote for the election of the officers and she would like the minutes to reflect this change. Commissioner Thorn suggested the addition of the name of the Fire Chief at Mohegan Fire Company (Chief Joseph Giangrasso) be added to the letter that he submitted at the last meeting under Mr. Didato's report. Motion made by Commissioner Siragusa, seconded by Commissioner Thorn to amend the meeting minutes as suggested. Discussion, none, voice vote, 5-0, all in favor, motion carried.

Voice vote on the approval of the minutes as amended, 5-0, all in favor, motion carried, meeting minutes approved as amended.

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

Administrator Lynch stated per the arbitration ruling, there is a document in the packet for the Commission to review. The arbitration award states the WPCA must have its own separate cover letter. Next year the WPCA will be able to incorporate it into the Town's audit and will not have to do it separately but the cover letter must be incorporated into the document. He discussed an email from Edward Heath regarding the arbitration. He discussed the blower upgrade progress report, stating the contracts have been signed and will be picked up tomorrow, and he discussed a letter regarding the inspection of the fire hydrants.

g. Remarks from the Public Regarding Items on the Agenda. Each speaker will be limited to three minutes of speaking time, including questions and answers for information. Debate with Commission members will not be allowed.

Mr. William Caron, 71 Derry Hill Road, spoke in favor of the installation of the fire hydrant in the Lathrop Road area. He stated the hydrant should be installed as soon as possible for public safety reasons. He discussed the lack of fire suppression in this area and the need for it. He discussed the costs of the installation and stated the cost should not be a factor. He suggested the WPCA look into accommodating other areas of the town with fire suppression as well. He urged the Commission to consider the proposal for the good of the town and its residents.

Fire Marshall, Ray Occhialini, 7 Anderson Lane, thanked the Commission for moving the fire hydrant discussion up on the agenda before the Executive Session. He discussed the proposal for the installation of a hydrant on Occum Lane. The closest hydrant at this time in this area is in front of the fire house, and it requires three times as much hose to do the interconnection into the Mohegan Development water system. If there is a hydrant on Occum Lane he can leave the hose back flow preventer inside the fire house and increase the volume of water into the Mohegan Development in case of a fire. Once the hydrant is installed he suggested sitting down with the Southeastern Connecticut Water Authority to get an agreement with them that would not hold the town liable for anything that may go wrong with their system.

Fire Chief Joseph Giangrosso, Mohegan Fire Company, 4 Park Avenue Extension, discussed the proposal to install a fire hydrant on Occum Lane. He stated he has spent many hours with the WPCA and SCWA discussing the tie in to the Route 32 hydrant to the SCWA hydrant behind the fire house. The testing went well, and a back flow preventer was installed. The only problem found was the length of hose that went from between the building to the back of the fire house. He urged the Commission to approve the installation of the fire hydrant.

Lt. Leonard Bunnell, Montville Police Department, 5 Little John Drive, spoke in favor of the installation of the fire hydrant on Occum Lane as a resident of the Lathrop Development and as an administrative supervisor for the police department. He has been involved with the town for thirty four years and has seen the need for fire suppression resources has increased. He stated the costs to install the hydrant are available and will not require additional appropriations; it is a win, win situation that the WPCA should consider.

Mr. Jeff Clark, 56 Park Avenue Ext., discussed the fire at 47 Park Avenue Ext. that destroyed a house on August 14, 2010. He discussed the proposal to install the fire hydrant on Occum Lane and is in favor of it and urged the WPCA to consider approving it for public safety reasons.

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

2 (2). To consider and act on motion to authorize the installation of a fire hydrant on Occum Lane at the Mohegan Fire Company.

Motion made by Commissioner Schober, seconded by Commissioner Thorn. Discussion, Mayor Jaskiewicz stated he agrees with the Fire Marshal's statement that the town has to be careful with the fire hydrant installation and urged the Commission to make sure there will not be a problem should a line rupture due to pressure. He is in favor of the proposal but would like to get an agreement in place with SCWA prior to the installation of the hydrant that does not leave the town liable. Commissioner Hillman inquired regarding the statements made that the hydrant will cover three fourths of the Lathrop Development and inquired regarding which sections will not be covered. Chief Giangrosso reviewed the areas that will not be covered by the hydrant. A discussion was held regarding water pressure. Commissioner Thorn inquired regarding the contingency plan for the area that would not be covered if

the hydrant is installed. Chief Giangrasso discussed the fire suppression in place for the houses that are not covered by the proposed fire hydrant. Commissioner Hillman inquired regarding the money available for the installation of the fire hydrant and Administrator Lynch indicated there is money in the Capital Reserve water budget account that can be utilized for this project. The approximate cost of installing the hydrant is ten thousand dollars. The hydrant would be part of the town's infrastructure. A discussion was held regarding a review of the fire suppression system and the costs of doing so. Commissioner Hillman inquired regarding liability issues. A discussion was held regarding potable water and fire suppression, the need for a release from liability from SCWA prior to the installation of the hydrant, and the need for the hydrant for public safety reasons. Commissioner Hillman stated the logistics of the proposal should be worked out prior to a vote regarding the placement of the hydrant. Chairman May stated the vote is not to install the hydrant at this point, but to move forward with the formalities required for moving forward with the proposal pending agreements with SCWA. Commissioner Hillman stated she would like to see the agreement with SCWA prior to voting on the proposal. She discussed costs incurred to go out to bid and costs for attorney's to review the documents to release the town of liability for the hydrant. Commissioner Siragusa stated he understands the proposal is to approve the project pending the agreement with SCWA that would release the town from any liability by installing the fire hydrant. Roll call vote, 4-1 (Commissioner Hillman opposed) motion carried.

h. Executive Session

1. To consider and act on a motion to enter into Executive Session for the purpose of discussions regarding contract negotiations with Rand Whitney. Discussions to include members of the WPCA, Mayor Jaskiewicz, Administrator Lynch, Superintendent Didato and Attorney Matthew Auger and Attorney Ron Ochsner.

Motion made by Commissioner Thorn, seconded by Commissioner Siragusa, voice vote, 5-0, all in favor, motion carried and invited parties left Chambers for executive session at 7:31 p.m., returning at 8:18 p.m. Chairman May resumed the meeting and indicated no formal votes were taken during executive session.

Commissioner Siragusa made a motion to schedule a special meeting to conduct interviews with the companies of Wright Pierce and Municipal Financial Services for the RFP's as soon as possible. Commissioner Hillman seconded the motion. Discussion, Chairman May asked Administrator Lynch to contact the two companies to determine the best date in the next two weeks to meet with them to discuss the RFP's. He suggested the meetings take place at 5 or 6:00 p.m. It was the consensus of the Commission to hold the meeting on a Tuesday to accommodate the Commission members that are available to attend the special meeting. Roll call vote, 5-0, all in favor, motion carried.

i Report from Commission Attorney on Matters Referred

Attorney Ron Ochsner discussed his findings as requested regarding the issues relative to the hook up of the proposed fire hydrant on Occum Lane. He stated issues are dependent upon the location of the hydrant, if the town does not place the hydrant in SCWA's exclusive service area there should not be an issue with the location of the hydrant, and he will contact SCWA to discuss the proposed agreement between the two parties and will report back to the Commission at the next meeting.

j. Report from Operations Division

1. With the available data to date the Water Pollution Control Facility (WPCF) continues to be in full compliance of its NPDES permit for 2011.
2. There were no treatment plant odor complaints last month.
3. Sludge thickness averaged 5.5% last month.
4. We averaged 74 lbs/day of nitrogen in our discharge last month. Our limit for calendar year 2011 is 130 lbs/day. I expect a check for over \$15,000 from the state for 2010.

5. We have been able to continue to operate without de-foamer.
6. We pumped down the contact chamber as well as the RW water supply tanks in order to clean them out.
7. Replaced an ultrasonic unit on GBT for tank level controls.
8. We had to replace a \$5K control card for our main pumps. It was covered under our contract with Rockwell Automation.
9. The processor that controls the SBR's was failing and needs to be replaced. This \$8K expense will also be covered under our Rockwell Automation contract.
10. We had many issues with one of our odor control scrubber. We spent time cleaning and testing many of its vital components.
11. We held a class for chains and straps used in rigging. It was well attended by over 30 people from our department and the public works department. It was very informative.
12. We are installing a new internal audio and strobe alarm for 2 of our tanks. This will be done in-house.
13. We are looking into prices to go fully automated for septage deliveries. This may be something that will not only pay for itself but also save time and money.
14. I have reviewed the 4 submitted Request For Qualifications for the sewer rate study. I have also called all of the 48 references provided.
15. I attended meetings with Mathew C. Li from Superstring MBR Corp. In attendance from Montville was our Mayor and Brian Lynch. We discussed their MBR equipment and value.
16. Worked on Policies & Procedures with Brian as directed last meeting.

Collection System: I had McNally research information on the gravity sewer line easement on Rout 32 that we discussed last meeting. It is believed to be a 20" ductile iron pipe. It is currently within burial specifications.

#### Potable Water

Gregg started on this year's cross connection and back flow inspections.

McNally Informed Chief Joseph Giangrasso, of the Mohegan Fire Company that the request for a new hydrant was discussed at our last meeting.

A letter of intent has been developed for inspection and service to hydrants on private property.

#### Connections

The Chinese restaurant (the Great Wall) that burned down in Oakdale market will reopen this week. They are F.O.G. compliant.

Discussion with the owner of the new restaurant on route 32 (old court house) and they are expected to open by summer. However, several issues need to be resolved.

A home on 5 Points road has submitted final plans. They are consistent with our standards and specification.

Commissioner Thorn stated he is please with item #4 on the report regarding the money reimbursement and stated Superintendent Didato is doing a great job.

#### k. Report from Administration Division

1. The Contract for the Booster Pump Station has finally been signed by the Mayor and is being sent to the Attorney General's office for their signature. As soon as we get the contract back we will sign a contact with the Nutmeg Company and they can begin construction. I have kept Southeastern Connecticut Water informed of the progress.
2. The Contract for the Blower Upgrade at the plant is to be signed this Friday. Everything is in place and this should start moving forward.

3. I talked to Marcia Vlaun from Planning and Zoning in relation to our concerns about the fire hydrants and our ability to access them for maintenance. Marcia and I talked about any new development in Town giving us (Montville) an easement to the hydrant they are installing. The Town will then own the hydrant. This should make it easier for us to access and maintain the hydrants.
4. We sent out forty shut-off notices for water this week.
5. Matt Auger and I met with Rand-Whitney on Wednesday to see if they were going to participate in the selection of the Rate consultant. At this time Rand-Whitney is going to proceed with their own rate study. This will be for cost percentages only. I have sent e-mails asking them to play a part in the selection process.
6. I sat with Scott Bassett of McGladery & Pullen (the accounting firm for town) and the Finance office to start the process of taking back the WPCA accounting from the town. Scott informed us that the changeover will take till the end of this fiscal year. There will be several steps that need to be taken to ensure a smooth transition. I will keep everyone informed when we start.
7. I enclosed a copy of an e-mail from Edward Heath of Robinson & Cole concerning the arbitration award. If anyone has any questions about the letter, Ron can answer them at our meeting.
8. Mr. Ginsberg was sent a letter of apology and a revised bill with regard to the over billing of his water. Mr. Ginsberg has decided at this time not to reconnect to the water system. He is going to wait and try to attract some business before he reconnects.

Administrator Lynch indicated he is working on bringing the finances back to the WPCA. He has talked to Scott Bassett and he is preparing a plan of how to start implementing the process. He discussed Mr. Ginsberg's account, stating he came into the office to pay the revised bill and this issue is resolved. Mr. Ginsberg indicated he appreciates the help he received from the Commission and left the office satisfied with the results. Commissioner Thorn commended Administrator Lynch for resolving the issue with Mr. Ginsberg.

Chairman May stated Administrator Lynch and Superintendent Didato have been working on the policies and procedures for the WPCA and in a couple of weeks the Commission will receive a draft copy to review and he would like to schedule a workshop with the Commission to review the document and make amendments/alterations to the document if they are needed. He stated he appreciates all the hard work that has gone into the document to date.

l. Report from the Mayor

Mayor Jaskiewicz did not have anything to report.

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

n. Report from Engineers

At the February 7<sup>th</sup> WPCA meeting, Maguire Group presented a recommendation to award the blower upgrade contract to Weston & Sampson, CMR (W&S). The WPCA motioned to award the contract to W&S for \$239,500. On February 28<sup>th</sup> Maguire Group received six sets of partially executed contracts with bonds and insurance certificates from W&S. Upon review of the documents, we noticed the bonds were not signed nor sealed by W&S. The bonds were returned to W&S for signature and sealing. We expect to receive the executed bonds on March 2<sup>nd</sup>. The contracts will be transmitted to the Town by March 7<sup>th</sup> for execution. After the contracts are fully executed, a Notice to Proceed can then be issued to start the Contract Times. The Town will receive a grant of \$82,782 from Connecticut Light & Power for the turbo blower upgrade.

o. Old Business

1. Discussions regarding the progress of the transfer of finances back to the WPCA.

Chairman May discussed the audit by the town's auditing firm and the audit conducted to comply with the arbitration ruling. Administrator Lynch stated the auditor required the WPCA to implement a cover sheet. Administrator Lynch stated the WPCA will have the auditor review the books before the WPCA takes over the finances from the Finance Department. He hopes to have the finances completely up and running in the WPCA office by July 1, 2011. They will be mirroring the town in May and June and the town will mirror the WPCA for two months after this time. Commissioner Thorn inquired if the WPCA office is ready to take over the finances and Administrator Lynch stated they will be in a position to take over the finances by July 1<sup>st</sup>. He indicated the software has been purchased, and he has been authorized to hire a part time person for nineteen and one half hours per week and he will hire that person as soon as possible. He discussed a space issue that he is working on with the Mayor for office space.

p. New Business – none.

q. Reports/referrals from Planning & Zoning

Administrator Lynch stated he has been in contact with Ms. Marcia Vlaun regarding easements for future hydrants that will allow the town to maintain them and the town will own the hydrants. Chairman May requested the language for the next meeting and suggested Commissioner Siragusa check to determine the language has been implemented into the Planning & Zoning minutes and in the rules and regulations.

r. Payment of bills

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

SAR 2011-006. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of \$80,075.00 per attached Schedule A. Motion made by Commissioner Schober, seconded by Commissioner Hillman. Discussion, Commissioner Hillman inquired regarding the Suissman, Shapiro invoices and asked if there are bills prior to December. Administrator Lynch stated there were a number of bills held during the period of time when the Mayor's Administrative Assistant was out of the office. There is an outstanding balance because the bills were held back. The majority of the bills are for contract negotiations. Roll call vote, 5-0, all in favor, resolution adopted.

2. **Water Commission**

- a. Report from Sub-Committees – none.
- b. Report from Engineers – none.
- c. Old Business – none.
- d. New Business

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

SAR 2011-007. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of \$1,769.00 per attached Schedule B. Motion made by Commissioner Hillman, seconded by Commissioner Thorn. Discussion, none, roll call vote, 5-0, all in favor, resolution adopted.

2. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY authorizes the WPCA administrator to initiate and publish an RFP for a town wide fire suppression capacity study.

Motion made by Commissioner Thorn, seconded by Commissioner Schober. Discussion, Chairman May stated he requested the addition of this agenda item for an RFP to accommodate the Town of Montville's fire suppression town wide capabilities. He discussed the options for this study, stating there is money in the budget for this type of work. Commissioner Siragusa discussed the costs of implementing this study. Commissioner Hillman stated the Public Safety Commission has started to implement a public safety plan and she suggested the two Commissions share some of the costs and work together. Chairman May stated his goal is to conceptually look at what the town needs to do to put fire suppression in the Montville Manor. A discussion was held regarding potable water as well as fire suppression. Administrator Lynch suggested looking into drinking water in the communities and to determine what it would take to bring water to different areas of the town. It is important to get water to the schools and if it is possible to incorporate the water into the study the fire suppressant will tie into the drinking water source. A discussion was held regarding costs and SCWA's involvement in fire suppression and potable water sources. It was the consensus of the Commission to rescind the motion to approve the resolution and to put this item on the April agenda for further discussion to allow the Commission time to speak with the Public Safety Commission to determine if they are open to sharing costs of the study. The Commission authorized Administrative Lynch to write a letter to the Chairman of the Public Safety Commission regarding sharing costs of the study. Commissioners Thorn and Schober withdrew their motion and second to the motion. This item will be placed on the April agenda for discussion.

3. Remarks from the Public – Each speaker will be limited to three minutes of speaking time, including questions and answers for information. Debate with Commission members will not be allowed.

Mr. Thomas McNally, Vice Chairman of the Public Safety Commission, urged the Commission to send the letter to the Public Safety Commission regarding the proposal for the study. By Town Charter the Public Safety Commission should have a plan in place and money has been tight and a letter may help them to move along with the proposal.

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

4. Remarks from Commission Members – none.

5. Adjournment

Motion made by Commissioner Thorn, seconded by Commissioner Schober to adjourn the meeting at 9:00 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

**Schedule A**

<b>Branse, Willis &amp; Knapp, LLC</b>	-	<b>\$1,479.00</b>
<b>Robinson &amp; Cole</b>	-	<b>\$75,000.00</b>
<b>Suisman, Shapiro, Wool, Brannan, Grey and Greenberg -</b>		<b>\$3,596.00</b>
		<b>\$80,075.00</b>

**Schedule B**

<b>Branse, Willis, &amp; Knapp, LLC</b>	-	<b>\$1,769.00</b>
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