

Meeting Minutes

Town of Montville Water Pollution Control Authority
Monday, November 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 to order at 7:00 p.m. after establishing a quorum.

b. Pledge of Allegiance

c. Roll Call

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

d. Alterations to the Agenda

Motion made by Commissioner Siragusa, seconded by Commissioner Thorn to remove agenda item 2 (4) Workshop Session and to move agenda item h (1) to the bottom of the agenda for discussion and to re-number executive session 2 (f). Discussion, Chairman May stated Labor Attorney Duggan is running late to the meeting. Voice vote, 4-0, all in favor, motion carried. Agenda amended.

e. To consider and act on a motion to approve the regular meeting minutes of September 8, 2011.

Motion made by Commissioner Siragusa, seconded by Commissioner Hillman to approve the meeting minutes of September 8, 2011 as submitted. Discussion, none, voice vote, 4-0, all in favor, motion carried and the meeting minutes approved.

f. Communications pertaining specifically to matters which concern the Commission

1. A copy of Resolution #2005-86 pertaining to the WPCA line of credit;
2. A copy of Resolution #2011-082 pertaining to a onetime payment to the town from the WPCA;
3. A letter from Mr. Russell Perillo to Southeastern CT Water Authority dated September 9, 2011.

Chairman May stated he had cancelled last months' meeting because of a lack of quorum because he and Commissioner Schober had a conflict that evening and he thought Commissioner Thorn was unavailable to attend the meeting. He apologized for the confusion. Commissioner Siragusa stated he would prefer notification of a cancelled meeting by telephone in the future as he does not always check his email in the evening.

Administrator Lynch addressed the letter the Commission received regarding water quality at the correctional facility.

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

Mr. Dana McFee, 27 Crestview Drive, discussed item 2 (e) and urged the Commission to vote in favor of the contract for Mr. Thomas McNally stating he is a valued employee who does a good job for the town. He thanked the Commission for all the hard work they have done over the years to resolve the Rand Whitney issues.

Mr. James Andriote, 23 TreMart Drive stated he hopes the Commission will move forward with approving the employment contract for Mr. McNally and not to make the issue political. He stated he is a good employee who does a great job for the town and urged the Commission to approve his contract.

Mr. David Rowley, 93 Driscoll Drive, Uncasville, spoke in favor of the Commission approving the employment contract between the WPCA and Mr. Thomas McNally, stating he does a great job and due in part to the good work done by Mr. McNally he did not lose water or sewer function during tropical storm Irene.

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

- i. Special Recognitions/Presentations – none.
- j. Report from Commission Attorney on Matters Referred

Attorney Ronald Ochsner did not have anything to report to the Commission.

- k. 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 is staying high and averaged 6.2% over the last month. Having increased sludge thickness helps to reduce our sludge hauling expenses.
 - 4) We averaged 81 lbs/day of nitrogen in our discharge last month. Our limit for calendar year 2011 is 130 lbs/day.
 - 5) We have almost 100 fire extinguishers at our plant and pump station. As required they have had the annual inspection. Two of them required to be hydro tested.
 - 6) The new turbo blower is in operation. We worked with the vendor of the blower and the vendor of our SBR's during this transition period. We had training which I recorded on my handi cam for future needs.
 - 7) The Wright Pierce has signed the contract for the review of the (RWC PLAN). The next step will be for W/P to have a meeting with RWC folks that will give an oral presentation of what has been submitted.
 - 8) One of the pumps used to send Waste Activated Sludge (WAS) to the Gravity Belt Thickener (GBT) has been rebuilt in house by our staff. This represents one of five really well made German pumps that have been on line for about ten years.
 - 9) The backup recirculation pump for big odor scrubber has finally been received at our plant. Without this pump the scrubber doesn't operate correctly.
 - 10) Our staff has installed a new block heater and corrected charging problems on our largest plant generator.
 - 11) We had our annual OSHA inspection of overhead cranes. All 10 of ours passed this year. Only minor issues were found like chain needed lubricant.
 - 12) Tom met with the new insurance carrier for the town. He went over our coverage and found around 12 of our pump stations were not covered and the ones that were had values

off the charts. We adjusted and all looks well now. This took several hours to visit each location, take measurements and pictures.

- 13) We installed a vinyl covered fence around our Chlorine Contact Chamber. Our objective was to reduce leaves blowing into the tanks prior to going out in the effluent. It will also reduce the operator time cleaning out strainers that are used for supply water going to RWC.
- 14) Our odor control scrubbers are two vital pieces of equipment that have improved our lives and the lives of our neighbors. This month in addition to daily inspections and adjustments we performed what is called an acid bath on them. 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.
- 15) Tom has attended the annual CWWA meeting. Since that meeting he has collected some of his thoughts on what was discussed and put them in a 2 page report for me to review. After I review it I intend on discussing its contents with Tom and likely share with the Authority conclusions and or thoughts.
- 16) Two members of the DEEP visited the plant in October. Everything was in order and found to be ship shape.
- 17) Some of the staff and I attended the annual The Atlantic States Rural Water & Wastewater Association (ASRWWA) meeting and training. Topics included: using GIS/GPS to Map Your System, Utility Financing & Cost Saving Measures, and Electrode Care & Maintenance. Course work like this is a requirement to keep Potable Water licenses.

COLLECTION SYSTEM

- Permits have been issued for both the Public Safety Building and the Sex Offender Building for water and sewer.
- Approximately 140 manhole frame/covers have been uncovered and brought to road grade.
- We had an emergency situation at our Avery I pump station. Bolts broke off, on a piece of equipment called a surge buster. As a result our electrical motors got submerged in wastewater. However, no wastewater was released to the environment. A bypass was set up to our Avery II pump station while the motors were baked and repaired. All of the proper reports were submitted to the DEEP. The vendor for the equipment has been in to see what can be done.
- We had to replace many grinder pumps over the past months. What makes this even more demanding is that there is a recall on the newest style pumps just recently used in the field.
- House number 62 Driscoll Drive has been found to be a multi family home and will be appropriately billed.
- There are plans for a restaurant (Montville Pizza) located on # 148 Route 32. They have been properly informed of FOG regulations.

POTABLE WATER

1. The new water booster station has been on line. We have been slowly increasing pressure on the discharge side. One problem that is being worked on is that rain water is accumulating and entering the new building. A storm drain installed in the driveway may be the simple solution.
2. Faria has a leak on their unmetered fire protection service line. They will be billed on an estimate of water used.
3. Last summer we had a complete 10 year inspection of the Cook Drive water tower. During that inspection we found the cathodic protection system in the tank disconnected in two spots. A tank repair company with divers had been hired with hope to have the corrections done before November. The divers attempted to make the repairs last week however; there was too much damage to the system. It will need to be replaced in the spring. This will likely be a substantial expense. Early estimates of \$10-25K. We should also plan on painting this tank in the next 10 years. Perhaps we should have a capital line item setting aside \$25K a year into it. Painting inside and out cost around \$225k.

4. On October 8th there was a fire at DW transport. The fire department was able to use the (newly in) service hydrants along maple avenue. No problems were found with volume and pressure. Approx. 5,000 gallons was used.

5. We are currently investigating potable water system pressures at various locations in our system. We have procured what is called pressure data loggers and will be collecting useful data to see if we have any problems as well as documenting some baseline system pressures of our system as it operates now.

Superintendent Didato discussed a meeting he had with Wright Pierce regarding the new plan developed as a product of the MOU. He discussed the cleaning of a defuser and one of the SBR's. He stated Woodard & Curren are reviewing the plan to determine if it will be a viable plan for the town.

l. Report from Administration Division

1. We received the \$10,500 grant from the Faria Corporation. I have informed the State that will be installing the remote reading hardware and purchasing the computer software soon.
2. We have had several customers call and make arrangement to pay their delinquent accounts. We have set up an accounting system to monitor each one to be sure that they continue to pay their account down.
3. I am talking to the Finance Director to see where we are going to be best suited to invest our bonding money for a few months. I will invest the money for around six to eight months.
4. I will be sending the Town the additional \$220,000 at the end of next week. This will leave us a balance of \$780,000.
5. We are still showing a 10% level for the unaccounted-for water. This is still well below the State recommended average.
6. Bill Warzecha gave a favorable response to my request to allow the paving around the new water pump station to be included in the scope of the work. This will save us from having to do the work out of our budget.

Administrator Lynch also discussed delinquent accounts and the process the WPCA follows to collect delinquent money. He indicated the WPCA can start foreclosure proceedings on the properties as well as garnish wages and place a lien on the property. After the holidays the office will send a marshal out to try to collect the money. Discussions were held regarding establishing a policy/guidelines for collections and it was the consensus of the Commission to discuss this further at the next regularly scheduled meeting. Discussions were held regarding shopping around for the banks with the best interest rates and the continuation of the water line on Maple Avenue. Commissioner Hillman asked if the hardware has been purchased for the remote readings and Administrator Lynch stated it has not been ordered because the WPCA just received the grant from Faria Corp. this week.

m. Report from the Mayor

Mayor Jaskiewicz thanked the Commission for the past eight years of service to the town. He stated the Commission is moving in the right direction and he urged the members to stay focused on their tasks and to keep politics out of their decision making. Chairman May thanked Mayor Jaskiewicz for his service to the town and for contributing his knowledge and expertise to the tasks at hand. Commissioner Thorn thanked Mayor Jaskiewicz for taking the time to attend as many meetings as he does.

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

o. Report from Engineers – none.

p. Old Business - none.

q. New Business

1. To consider and act on a motion to approve the 2012 WPCA meeting schedule.

Motion made by Commissioner Siragusa, seconded by Commissioner Hillman to approve the following dates for the Water Pollution Control Authority monthly meetings; January 5, 2011, February 6, 2012, March 5, 2012, April 2, 2012, May 7, 2012, June 4, 2012, July 2, 2012, August 6, 2012, September 6, 2012, October 1, 2012, November 5, 2012 and December 3, 2012. Discussion, none, voice vote, 4-0, all in favor, motion carried.

r. Reports/referrals from Planning & Zoning

Commissioner Siragusa discussed proposed changes to the Town of Montville Zoning Regulations and stated there is a public hearing scheduled for the end of the month to discuss and vote on the changes to the document. He stated the State has made amendments that directly concern the town and how it deals with contractor's obligations during construction. Attorney Ochsner discussed the proposal and the new legislature and how it could affect the town.

s. Payment of bills

1. To consider and act on a resolution to pay bills in the amount of \$1,501.50 (one thousand five hundred and one dollars and fifty cents) per attached Schedule A. (bills for October)

SAR 2011-029. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of \$1,501.50 (one thousand five hundred and one dollars and fifty cents) per attached Schedule A.

Motion made by Commissioner Hillman, seconded by Commissioner Thorn, discussion, none, roll call vote, 4-0, all in favor, resolution adopted.

2. To consider and act on a resolution to pay bills in the amount of \$1,293.50 (one thousand two hundred and ninety three dollars and fifty cents) per attached schedule B. (bills for November)

SAR 2011-030. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of \$1,293.50 (one thousand two hundred and ninety three dollars and fifty cents) per attached schedule B.

Motion made by Commissioner Hillman, seconded by Commissioner Thorn, discussion, none, roll call vote, 4-0, all in favor, resolution adopted.

3. To consider and act on a resolution to adopt the Facilities Study as presented by URS Corporation.

THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to adopt the Facilities Study as presented by URS Corporation.

Administrator Lynch stated this is a formality as the Commission never formally accepted the Study. He stated once it is formally accepted he will submit it to the State for approval.

Chairman May inquired if everyone is satisfied with the Study and Mr. Didato stated the final product depicted in the Study satisfies the requirements of the DEP. Discussions were held regarding wording to the document and if the staff is satisfied with the content of the document and it was the consensus of the Commission to add this discussion to the agenda next month and to invite URS Corp. to the meeting to answer questions and review the final document with the Commission prior to voting to accept it.

2. **Water Commission**

- a. Report from Sub-Committees – none.
- b. Report from Engineers

Chairman May suggested inviting the engineer to the next meeting to discuss finishing the loop on Maple Avenue, rough costs to do the job and asked Administrator Lynch to get a number regarding the money left over to do the job, a timeframe for completion of the job, and drainage issues that need to be addressed.

- c. Old Business – none.
- d. New Business
 - 1. Discussion regarding charging a fee for hanging door tags for water shut off notices.

Administrator Lynch suggested this item be removed from the agenda. He stated he has been in contact with surrounding municipalities to determine the best way to recoup money spent implementing a shut off and this is not the best way to do so.

Motion made by Commissioner Thorn, seconded by Commissioner Siragusa to remove this item from the agenda. Discussion, none, voice vote, 4-0, all in favor, motion carried.

- e. Payment of Bills – none.
- f. Executive Session

1. To consider and act on a motion to enter into executive session for the purpose of discussions regarding the employment contract between the Town of Montville WPCA and Assistant Superintendent, Thomas McNally. Discussions held during executive session to include members of the WPCA, Labor Attorney Eileen Duggan, Mayor Jaskiewicz, and Superintendent Didato.

Motion made by Commissioner Siragusa, seconded by Commissioner Thorn, discussion, none, voice vote, 4-0, all in favor and invited parties left Chambers for executive session at 8:00 p.m. returning at 9:05 p.m. Chairman May resumed the meeting and stated no formal votes were taken during the executive session.

Motion made by Commissioner Hillman, seconded by Commissioner Siragusa to extend the employment contract of Mr. Thomas McNally for two years with a zero percent salary increase in the first year and a one and one half percent salary increase in the second year subject to all parties signing the agreement as depicted in the addendum to the Employment Agreement dated 9-17-09 titles “working document dated 11-07-11 and attached hereto as Schedule C”.

Discussion; Commissioners Thorn and May stated the caveat placed in the contract will encourage Mr. McNally to obtain his Class 3 license and obtain the training on his own time. Commissioner Siragusa stated he will vote against the motion because he does not approve of the wording that pertains forcing the employee to obtain the Class 3 license. The document states “the employee must make all reasonable efforts to obtain a Connecticut Grade 3 Wastewater Certification on or before June 31, 2013 and failure to obtain such certification may be grounds for non-renewal of any employment agreement and/or discontinuance of employment” and he does not feel the wording should be included in the contract. Roll call vote, 3-1 (Commissioner Siragusa opposed). Motion carried.

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.

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

4. Workshop Session – this item was removed from the agenda for discussion.
- a. To consider and act on a motion to enter into a workshop forum to review and amend the document titled “Town of Montville WPCA Policies and Procedures” dated September 8, 2011.

5. Remarks from Commission Members

Commissioner Siragusa inquired regarding the legality of discussing employee contracts during executive session per the Freedom of Information seminar he attended. He requested Attorney Ochsner be consulted to determine if the Commission is violating FOI requirements and report back to the Commission with his findings.

Chairman May stated the December meeting will include discussions regarding the Rules and Procedures and the FOI determination from the attorney.

6. Adjournment

Motion made by Commissioner Thorn, seconded by Commissioner Siragusa to adjourn the meeting at 9:30 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

Branse, Willis & Knapp, LLC	\$1,501.50
Total:	\$1,501.50

Schedule B

Branse, Willis & Knapp, LLC	\$1,293.50
Total:	\$1,293.50