

Town of Montville Water Pollution Control Authority
Meeting Minutes
Monday, December 5, 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 at 7:00 p.m.

b. Pledge of Allegiance

c. Roll Call

Present were Commissioners Murphy, Schober, Siragusa, Thorn, and May. Also present was Administrator Brian Lynch, Superintendent Michael Didato, Attorney Ron Ochsner and Mayor McDaniel.

Chairman May welcomed Councilor Murphy and Mayor McDaniel to the Commission and congratulated them on their appointments.

d. Alterations to the Agenda

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

Motion made by Commissioner Thorn, seconded by Commissioner Siragusa. Discussion, none, voice vote, 3-0-2 (Commissioners Schober and Murphy abstained from the vote as they were not at the meeting). Motion carried and the meeting minutes approved.

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

1. A CD copy of the Montville Water Supply Development Corporation Proposed Reservoir;

2. A copy of the Anaerobic Digestion of RWCB Wastewater and MWPCF Waste Activated Sludge report from Woodard & Curran.

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 address the Commission.

h. Executive Session – none.

i. Special Recognitions/Presentations – none.

j Report from Commission Attorney on Matters Referred

Attorney Ochsner discussed a question at the last meeting regarding contract negotiations and whether or not it is appropriate to enter into executive session to discuss contract negotiations per FOI regulations. He discussed his concerns regarding noticing the individual regarding the

discussions and he will contact the FOI Commission to get their opinion and report back with his findings at the next meeting.

k. Report from Operations Division

Mr. Didato discussed the Woodard and Curren report, stating it has been submitted on behalf of Rand Whitney. He looks forward to reviewing the rebuttal response to what Rand Whitney has proposed. He discussed a problem with a pump station with a number of failures that was determined to be caused by baby wipes and a letter has been sent to the residents in the area regarding the baby wipes that were clogging the pumps and encouraging the residents to cooperate with the WPCA and to discontinue the disposal of the baby wipes to avoid pump failure and disruption of service in the area in the future. Mayor McDaniel discussed the disposable wipes advertised on the television that state they are flushable and stated the homeowners may not be aware of the destruction the wipes cause.

The following is Mr. Didato's report.

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 has increased and averaged 6.4% over the last month. Having increased sludge thickness helps to reduce our sludge hauling expenses.
4. Tom and I attended a (NEIWPCC) managers forum for wastewater operators at the Hartford MDC training center. Many topics were discussed such as FOG, clean water funding, electronic submission for many of my DEEP/EPA monthly reports, and regulatory issues to name a few.
5. New Diffusers have been installed in SBR #5. Over 2,000 rubber membranes were replaced in less than 2 days, breaking the previous record of 2 full days. The DEEP was notified that the tank would be taken out of operation to do this required maintenance. The diligent efforts of the staff to complete this so swiftly resulted with no loss of effluent quality.
6. We were very fortunate with the first snow fall of the season. We had some small interruptions when we did not have electricity, but nothing like many of the other areas in CT.
7. One of the main rollers on our Gravity Belt Thickener (GBT) #2 has been removed and sent out to get new rubber vulcanized on it.
8. Performed more work on our smaller scrubber to get better performance.
9. Pumped out and cleaned our chlorine contact chamber. FYI: The use of chlorine is not allowed or required from November to April 30th per our NPDES permit with the state.

COLLECTION SYSTEM

1. We had a partially obstructed flow going to our Lathrop road pump station. To correct this we used our trailer mounted rodding machine on a stretch of sewer pipe. We were also assisted by Public Works and their jet truck on the last pipe segment that directs flow to the pump station wet well.
2. We had problems at our D'Amato (2) pump station during the Thanksgiving break. Pumps had to be pulled from the wet well to remove obstructions in pump and our septic truck was utilized during this period.
3. A home on 5 Points Road is now connected to our sewer system utilizing a grinder pump.
4. A house located on #1523 Route 32 is going to be torn down and disconnected from our sewer system.
5. We are still waiting to get the replacement pump for our Massapeag station.
6. We had a lot of call before you dig (CBYD) mark outs this month.
7. We still are having an unusual amount of grinder pump issues in the field requiring us to respond.

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. UPDATE: The pump vendor is working on reprogramming the control system for high pressure shut down problems. Our engineers have drawn up a fix for the rain water run off.

2. Powerhouse Road had been paved. Prior to this we had a water valve repaired and corrected.

3. We had a contractor hit a water service connection connected to our 16" waterline on route 32. As a result water was secured on a small section of town while the repair was made. Brian and I followed the Water Supply Plan and notified the proper people and agencies.

4. From McNally; The Public Safety Commission that I am vice-chair of has sent out an RFP for a safety study for the Town of Montville. Three bids have come back all under the \$50K we budgeted. We have chosen a company and look forward to the mayor awarding the contract. This study will touch on fire suppression and water supply needs of the Town. This may be of interest to this commission for future planning.

1. Report from Administration Division

Administrator Lynch discussed his report and encouraged anyone with questions to contact him at any time. He discussed revenues and stated they are slow on the residential side. Chairman May stated the revenues were slow last quarter as well and the payments were slow and stated the lower revenues could be blamed on the tough economic times. He discussed the steady decline in revenue from quarter to quarter. Mr. Lynch stated the commercial accounts have been keeping up with payments. Discussions were held regarding collector demand letters and foreclosure notices and the best strategy to get residents to come in to pay their bills. A discussion was held regarding a more aggressive approach to collecting payments, including placing liens on properties and issuing delinquent policies including civil action and foreclosure. A plan needs to be implemented and Chairman May asked Administrator Lynch and Superintendent Didato to look into the best strategy and/or policy for delinquent fee collection. Commissioner Siragusa discussed the budget and asked for clarification regarding how the budget is read and how to make it easier to understand.

The following is the Administrator's Report.

1. We continue to work with our delinquent accounts. Maureen and I have set up payment plans for eighteen customers. I am still concerned about the lack of revenues that we are receiving from our residential customers. We are running about \$32,000 less in revenue collections for this quarter compared last November at this same time.

2. The auditors have been working in the town hall for the last couple of weeks. Maureen and I are giving them any information they have requested. Having the Auditor come in at the beginning of last quarter to review how we were handling our accounts was helpful. This helped to prepare us on what to expect from them when they came in for the yearly audit.

3. I have a meeting scheduled with a representative of Chelsea Bank to invest the bonding money. I am still working the Finance Director on the rate and time to invest. The rates change on a daily basis and I want to try and get the best rate possible.

4. I put in your packet a copy of the Kobyluck's proposal for their Water Reservoir Project. Attorney Ochsner has been working with the Planning and Zoning Office on the Kobyluck issue. Ron will bring the commission up to speed on this at our meeting.

5. As you know we sent a copy of the proposed alternative treatment option that Rand-Whitney proposed to Wright-Pierce two weeks ago. We are still waiting to hear from them at this time. I have enclosing a copy of that report for everyone to review so when the time comes to sit with Wright-Pierce they will have had an opportunity to review the contents.

m. Report from the Mayor

Mayor McDaniel stated he has been in contact with the Town Council to discuss giving the WPCA autonomy and thanked everyone for their help with the water main break and commended the staff for a job well done.

- n. Report from special or sub-committees – none.
- o. Report from Engineers
- 1. Update regarding the Maple Avenue Booster Water Pump Station from a representative of GHD Corp.

Mr. Ken Kohlberner, GHD Corp. updated the Commission on the Maple Avenue Pump station, stating it is online and they hope to complete the project this month. DEP has three hundred and thirty seven thousand dollars left in the fund and a discussion was held regarding completing the loop with 3100 linear feet of pipe for and estimated four hundred and seventeen thousand dollars (\$417,000). He stated the project could an option for review, the design work is completed and could go out to bid in the near future but would require and updated wetlands permit. A discussion was held regarding fire protection in the area with the additional four fire hydrants installed once the loop is completed. Administrator Lynch stated he would like the bid to go out to get accurate numbers regarding the project costs.

- 2. Update from a representative from URS Corp. regarding the Facilities Study.

Administrator Lynch stated Mr. Kruczek has had a recent back surgery and could not attend the meeting but did forward his status report for the Commission to review. The report is as follows;

The following is a status report of the Montville open projects:

Project 36938180 – Other Engineering Support (CV \$ N/A, B \$55,445) RK
Additional support as requested.

Project 36938480 – SBR Blower Mod (CV \$47,600 B \$43,140) RK, AA

Bids were received on January 19, 2011. The apparent low bidder was Weston & Sampson CMR Inc. with a bid of \$239,500. Contract with Weston and Sampson was executed March 7, 2011.

Base Contract Value	\$ 239,500.00
Change Orders	\$ 0.00
Current Contract Value	\$ 239,500.00

Total Completed and Stored to Date (As of 9-26-11)	\$ 194,669.42
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The HIS turbo blower was placed on line 10/5/2011 and is presently providing aeration service to tank No 5 and 6. Operational and maintenance manual for the HIS turbo blower has been returned to Weston & Sampson CMR with Engineer's review comments. The balance of the O&M manuals have been approved by the engineer. A certificate of Substantial completion, dated 10/10/11, was issued to Weston & Sampson CMR for signature. AIA forms for the Contractor's Affidavit of payment of Debts and Claims, Affidavit of Release of Liens and the Consent of Surety to Final Payment were forwarded to Weston & Sampson, CMR for their review and processing. Weston & Sampson CMR submitted a draft credit proposal to the engineer in the amount of \$6,742.01 for balancing contract allowances and crediting the HIS harmonic filter and the blower silencer.

Project 36938373 – SSES LS Tasks (CV \$221,586, B \$163,974) RK, JJ

All field work has been completed and the draft report submitted 8/26/2011. WPCA comments were incorporated and we await final approval to submit to DEEP. See attached letter for all approvals required by the WPCA.

Project 36938383 – SSES IC Tasks (CV \$56,067, B \$46,394) RK, JJ

Work is complete.

Project – WWTF design modifications and construction Engineering (CV \$359,563 , B \$0)

URS met with Michael Didato to go over the WPCA's wishes to begin some of the preliminary work on the WWTF upgrades. We were made aware by Brian Lynch that \$1.5M was bonded for construction projects of which \$150K was set aside for manhole cover raising within the Town.

During our discussion with Mike he addressed his preferences and prioritization of a number of items that he would like to see begun. Recognizing that the limited funds will not cover the entire list we have surmised that the following primary items are intended to be covered providing the construction costs do not exceed available funds: Headworks automatic fine screen and grit removal system, manual coarse bar screen, and new Headworks building. If funds are available and perhaps the specification can be written to include as options the following is to be considered: Update SBR computer software (which might better be served directly through the vendor ABJ), a trailer mounted Godwin pump, new generator for the Chesterfield pumping station, and install a new Motor Control Center in the renovated old Headworks building and tie into the new emergency generator and ATS switch. It is URS' intention to design for the complete package which will allow the WPCA the option to add any or all of the optional items should aggressive bidding prevail. URS has prepared an amendment to the existing agreement and understand the agreement has been signed and on route to URS. We will begin design upon receipt of the agreement. We estimate an 8 month window for design.

Montville Open Tasks Open Unpaid Invoices as November 25, 2011

Invoice #	Project #	Date	Amount
4881305	36938180	11/08/2011	\$ 3,355.42
4889542	36938373	11/08/2011	\$15,511.02
4881311	36938383	11/08/2011	\$ 5,631.22
4889543	36938480	11/8/2011	\$ 4,631.48
			\$29,129.14

- p. Old Business - none.
- q. New Business – none.
- r. Reports/referrals from Planning & Zoning

Commissioner Siragusa discussed the proposed changes to the Town of Montville Zoning Regulations as it pertains to developers due to new legislation. Attorney Ochsner discussed the proposed changes to the Zoning Regulations and how they could affect the WPCA.

- s. Payment of bills

1. SAR 031 - THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of \$1,188.00 (one thousand one hundred eighty eight 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. To consider and act on a resolution to adopt the Facilities Study as presented by URS Corporation.

Motion made by Commissioner Siragusa, seconded by Commissioner Thorn, discussion, Chairman May asked if the plan is satisfactory and Mr. Didato stated it is satisfactory and ready to move forward. Administrator Lynch does not have issues with the plan.

SAR 032 - THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to adopt the Facilities Study as presented by URS Corporation. Roll call vote, 5-0, voting in favor of adopting the resolution were Commissioners Murphy, Schober, Siragusa, Thorn and May, voting in opposition, none, resolution adopted.

- 2. **Water Commission**

- a. Report from Sub-Committees
- b. Report from Engineers
- c. Old Business

Attorney Ochsner discussed a proposal from Mr. Kobyluk regarding developing the property along Oxoboxo Lake for the purpose of digging a reservoir to be filled with overflow from the Oxoboxo Brook as a water supply that could potentially produce a million gallons of water per day. He discussed the costs of the water treatment facility, the infrastructure and the purchase of the reservoir at market value that the town would have to incur. Attorney Ochsner stated the costs associated with developing this type of facility with its limited facilities is too costly for the town and therefore not beneficial. He discussed cemeteries in the area of the development and the proposal for solar panels to generate power. Chairman May stated this is a preliminary proposal and Mayor McDaniel suggested discussing the proposal with the Town Council to determine if it is a viable option for the town. Administrator Lynch stated this is a Planning & Zoning issue at this point and the WPCA does not have involvement with the project at this time and he does not want to encourage anyone or let them think this is going to move forward if it is not. It was the consensus of the Commission they are not in favor of this project. Mayor McDaniel stated the project should be aired in a public forum to be fair to all and to hear what the public has to say. He would like a joint forum to allow the Town Council and the public to make a determination if this is a feasible project that would be beneficial to the town before any final decisions are made for or against this project.

- d. New Business

Motion made by Commissioner Siragusa, seconded by Commissioner Thorn to discuss the Pequot Road/Maple Avenue loop. Discussion, none, voice vote, 5-0, all in favor, motion carried.

Chairman May discussed the proposal, and discussed the benefits of completing the loop. Administrator Lynch stated the Commission can vote to authorize the issuance of an RFP to complete the loop to better determine if it should move forward but does not have to move forward unless they are comfortable in doing so after the bids are in.

Motion made by Commissioner May, seconded by Commissioner Thorn to authorize GHD Corp to issue an RFP for a water main extension to complete the loop on Pequot Road. Discussion, none, roll call vote, 5-0, voting in favor were Commissioners Murphy, Schober, Siragusa, Thorn and May, voting in opposition, none, motion carried.

- e. Payment of Bills – none.

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. Executive Session

- a. 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 Administrator Brian Lynch. Discussions held during executive session to include members of

the WPCA, WPCA Attorney Ron Ochsner, Administrator Brian Lynch, Superintendent Michael Didato, Labor Attorney Eileen Duggan and Mayor Ron McDaniel.

Motion made by Commissioner Schober, seconded by Commissioner Thorn, discussion, none, voice vote, 5-0, all in favor and invited parties left Chambers for executive session at 8:25 p.m., returning at 8:57 p.m. Chairman May resumed the meeting and stated no formal votes were taken during the executive session.

5. Remarks from Commission Members – none.

6. Adjournment

Motion made by Commissioner Thorn, seconded by Commissioner Schober to adjourn the meeting at 9:05 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	\$1,188.00
Total:	\$1,188.00