

**Meeting Minutes**

Town of Montville Water Pollution Control Authority  
Monday, February 6, 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 Brian Lynch, Attorney Ron Ochsner, Mr. Richard Kruczek from URS Corp, Mr. Taylor Auger for technical support and Mayor Ron McDaniel.

**d. Alterations to the Agenda**

Motion made by Commissioner Thorn, seconded by Commissioner Schober to add agenda item g. 1. To consider and act on a motion to accept the SSES (Sewer System Evaluation Survey) as presented by URS Corp. 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 regular meeting minutes of December 5, 2011 and the February 2, 2012 special meeting minutes.**

Motion made by Commissioner Thorn, seconded by Commissioner Siragusa to approve the December 5, 2011 regular meeting minutes and the February 2, 2012 special meeting minutes as filed. Discussion, none, voice vote, 5-0, all in favor, motion carried.

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

Administrator Lynch discussed and distributed a correspondence from Groton Utilities regarding the water analysis. He stated he will forward the correspondence to Superintendent Didato for his files.

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

Chairman May asked three times if there was anyone present who would like to come forward to address the Commission regarding items on the agenda.

g. 1. SAR-2012-001. THE TOWN OF MONTVILLE WATER POLLUTION CONTROL AUTHORITY hereby resolves to accept the SSES (Sewer System Evaluation Survey) as presented by URS Corporation, AES.

Motion made by Commissioner Murphy, seconded by Commissioner Thorn, discussion, Chairman May discussed the events to date regarding the SSES study and stated the survey needs to be approved by the Commission so that it can be completed and submitted to DEEP for

their review and once approved it will become a part of the Facilities Plan. Mr. Richard Kruczek explained once the Commission formally approves the acceptance of the SSES he can forward the document for final approval of the Facilities Plan but at this time the Commission has had the draft copy of the study for six months, it has been signed off and reviewed but until it is approved by the Commission he cannot forward the document. Roll call vote, 5-0, voting in favor were Commissioners Murphy, Schober, Siragusa, Thorn and May. Resolution adopted.

h. Executive Session

1. To consider and act on a motion to enter into executive session for the purpose of discussions regarding possible litigation with Lawall Realty concerning an eminent domain appeal. Discussions to include the WPCA Commission members, Administrator Lynch, Mayor McDaniel, and Attorney Ron Ochsner.

Motion made by Commissioner Schober, seconded by Commissioner Thorn to enter into executive session at 7:09 p.m. Discussion, none, voice vote, 5-0, all in favor, motion carried and invited parties left Chambers for executive session, returning at 7:28 p.m. Chairman May resumed the meeting and stated not formal votes were taken during the executive session.

i. Special Recognitions/Presentations – none.

j Report from Commission Attorney on Matters Referred

Attorney Ochsner discussed an issue the Commission asked him to research at a previous meeting concerning FOI as it pertains to labor negotiations particularly regarding whether or not discussions regarding FOI can be held in executive session. He determined it is a definitional issue with a specific definition regarding the issue and he read the statute for the Commission pertaining to this issue and gave his interpretation of the statute and how it relates to the WPCA Commission.

k. Report from Operations Division

Although Mr. Didato was not present he submitted the following report to the Commission;

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 increased and averaged 6.2% over the last month. Having increased sludge thickness helps to reduce our sludge hauling expenses.
4. We averaged 41 lbs/day of nitrogen in our discharge last month. Our DEEP limit for calendar year 2012 has been reduced to 124 lbs/day. I have submitted the first electronic version of the NUTRIENT ANALYSIS REPORT, (N.A.R.) to the State. Slowly the State is setting up to receive many of the mandatory monthly reports electronically.
5. On January 13th we had a meeting at the treatment facility with URS regarding the new headwork's project. The facility has also been visited by vendors that provide equipment used in headwork's.
6. We are running in our normal mode at our Avery pump stations. All emergency equipment and hoses have been put back in place. Brian and I will review the bill he received from P&H next.
7. Performed work on our large scrubber. Specifically the ORP and pH sensors have been calibrated and the blower motor had been rebuilt.
8. Our septic truck had been sent out for a safety inspection. We are waiting for the prices to make some corrections. UPDATE: All corrections have been made and a new sight glass has been installed.

9. The snow fall required us to do a fair amount of plowing and shoveling to keep our facility and all of our pump stations accessible. We have also taken additional measures to keep our decanter drives from binding up from ice.

10. I have been discussing electrical rates with our electrical broker. Our contract of our locked in price will soon expire. Rates are very low right now and I expect better pricing for the future. Brian is looking into a type of reversed auction for electrical rates as well.

11. In a continued effort to reduce electrical cost, "*WPCA plant operator*" Mr. Marcel Antonini made adjustments after extensive testing to the working levels of the SBR's. He also adjusted the decanter lowering speed. The objective was to keep blowers from shutting down just for a few minutes, only to start up again thus driving up our demand profile on our electric bill. As you may know our electric bill is calculated on electricity used and demand. (how much electricity is used in one short period of time.) When a large electrical motor starts it draws a lot of electricity all at once. Other adjustments and changes include reducing pre-react blower speed while still maintaining odor stripping and the required dissolved oxygen levels. (In cooler temperatures it is easier to get desired D.O. levels with less CFM of air.)

## COLLECTION SYSTEM

I will take this opportunity to quickly describe the basics of our biggest alarm system. (We have a number of different alarm systems.) Our main system receives radio waves from 25 stations and our treatment facility. These radio waves are ultimately received in our alarm system computer located in our operator control room. Once received in the computer a loud audio alarm is sounded at our plant, additionally a voice message is sent to the operator cell phone indicating that there is an alarm, (it does not indicate where the alarm is). That is followed by a text message sent to the operator cell phone indicating which station it is from and which alarm it is such as high level or power failure and so forth. THE PROBLEM WE HAVE BEEN HAVING IS, that sometimes the text message takes as long as an hour or doesn't even get properly sent. This means that if we are not in front of the alarm system computer we could lose valuable time to resolve an alarm condition. Currently we have work being done on the system to fix this issue.

We had a bearing and seal blow out at our Avery I pump station on Sunday 1-29-12. Our on duty operator "Mr. Street" quickly responded and turned the valve off to the affected pump. If unattended it would have caused extensive damage. As I am writing this report, Mr. Fish, Mr. Lilly, and Mr. Tobey are repairing the rotating assembly.

## POTABLE WATER

1. Installed large meter @ Haughton Cove
2. Installed all radio read boxes for monthly meter reads. These reads can now be uploaded directly for billing.
3. Finished Cross Connection survey and backflow test for calendar year 2011.
4. Installed rebuilt hydrants on Maple Avenue and Jerome Road.
5. Installed new CTS (plastic) service to the Montville Post Office. The same type of pipe CTS was installed on a section of Avery Road.
6. Tied in two new water services last month. One on Podurgiel Lane and one on Dock Road.

1. Report from Administration Division

Administrator Lynch submitted the following report for the Commission;

We have sent out the yearly sewer assessment charges. This is the next to the last charge for that bond. That bond was for the 1992 sewer project.

At this time we are still waiting for the report from Wright-Pierce on the Rand-Whitney proposal. I am told that we should have the report by our meeting date. If it is available I will have copies in the office.

We have had a number of people inquire about hooking up to the water system now that the booster pump station is on line. I have been contacted by two companies about restaurants hooking up to our system on route 32.

Maureen and I have set up a new quarterly payment system. Our mail will now be sent to an offsite location and then processed. This will stream line our payment processing.

We received a letter from the Drinking Water Section of the DEP that stated they had not received the final copy of our Water Supply Plan. After speaking with Rich Johnson (our engineer that put the plan together) and Ron we forwarded all correspondence that showed we did submit the copy. I have informed DEP of their error and I have asked Rich Johnson to follow up with DEP to make sure that they have our Plan.

Administrator Lynch discussed grant writing seminars he and Ms. Maureen Benway will be attending to learn technique for writing grants for the WPCA. He is planning on attending a Human Resource seminar as well in order to stay informed regarding Human Resource procedures. He discussed revenues for residential and commercial accounts, stating they have dropped slightly year to date from last year. He will submit a report for the next meeting at the request of Chairman May. Mr. Lynch stated he will have more details at the March meeting with the first draft of the budget for the Commission to review.

Chairman May stated he is in favor of Administrator Lynch attending the Human Resource seminars to learn more regarding the process as it is complicated and could have repercussions if there is no one in the office who has knowledge regarding certain day to day issues.

m. Report from the Mayor

Mayor McDaniel stated he attended the Regional Water Committee meeting and discussed the escalating tensions between SCWA and the COGG Regional Water Committee. He is reaching out to both parties as a mediator to determine if he can bring the private and public companies together to work out the issues for the good of all involved and he will update the Commission with any developments as he receives them. He discussed the Human Resource issue and stated he is pursuing the option of sharing a Human Resource individual with other towns to save costs once it is determined this is an option the town can consider. He discussed the incident that is under investigation regarding Mr. Thomas McNally, stating he is reviewing the matter and during this time Mr. McNally is on paid administrative leave. He will make a final determination regarding the incident when he has all the facts.

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

o. Report from Engineers

Mr. Kruzek stated the following is a status report of the Montville open projects:

*Project 36938180 – Other Engineering Support (CV \$ N/A, B \$58,261) RK*

Additional support as requested.

*Project 36938480 – SBR Blower Mod (CV \$47,600 B \$46,172) RK, AA*

Project is complete. Utility company and DEEP have issued payments to the Town.

*Project 36938373 – SSES LS Tasks (CV \$221,586, B \$188,348) 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.

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

Work is complete.

Project 36938891 - WWTF design modifications and construction Engineering (CV \$359,563, B \$0)

A kick off meeting was held on January 13, 2012 at the WPCF. The main objectives of the meeting were to introduce all team members, discuss the scope and approach of the

project, emphasize the importance for comment and review by the plant operators and review the site conditions and layout. The proposed location was identified to contain several below grade conflicts and an alternate location was identified. The alternate location is under evaluation, including an option to install the grit washer within the existing septic receiving station building. Preparation of a life cycle benefit analysis is under development for review by the WPCA for final equipment selection. The general area for the new equipment and buildings has been surveyed and the soil boring contractor will be the next activity to take place within the next several weeks.

Mr. Kruczek spoke to the Commission regarding his report and gave an update regarding the Facilities Plan. Administrator Lynch inquired regarding sludge at the new building and inquired if the sludge from the septic trucks should be metered at the building in the future. Mr. Kruczek stated most trucks have a meter on board and he stated he does not know if this method would be cost effective. The cost benefit may outweigh the costs of implementing the weight system. Chairman May requested a letter from Mr. Didato regarding the relocation of the grit chamber to keep the Commission informed. Mr. Kruczek stated the blower is complete and energy savings have already been recorded.

p. Old Business – none.

q. New Business – none.

r. Reports/referrals from Planning & Zoning

Chairman May stated there is a public hearing regarding changes to the Zoning Regulations soon. Mayor McDaniel stated the town is in the process of accepting a road and the proposal is on the Town Council agenda for approval in February.

s. Payment of bills

1. SAR-2012-002. THE TOWN OF MONTVILLE WATER POLLUTION CONTROL AUTHORITY HEREBY RESOLVES to pay bills in the amount of \$1,790.00 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, resolution adopted.

## 2. **Water Commission**

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

## 3. **Payment of Bills**

a. SAR-2012-003. THE TOWN OF MONTVILLE WATER POLLUTION CONTROL AUTHORITY HEREBY RESOLVES to pay bills in the amount of \$82.50 (eighty two dollars and fifty cents) per attached Schedule B.

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, resolution adopted.

4. Executive Session - none.

5. Remarks from Commission Members – none.

6. Adjournment

Motion made by Commissioner Thorn, seconded by Commissioner Schober to adjourn the meeting at 8:25 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	\$1,790.00
Total:	\$1,790.00

#### Schedule B

Branse, Willis & Knapp, LLC	\$82.50
Total:	\$82.50