

Approved: \_\_\_\_\_

## Meeting Minutes

Town of Montville Water and Sewer Commission

Monday, December 3, 2012 - Town Council Chambers – Montville Town Hall – 7:00 p.m.

### 1. Water and Sewer Commission

#### a. Call to Order

Chairman May called the regular meeting of the Water and Sewer Commission to order at 7:00 p.m. after establishing a quorum.

#### b. Pledge of Allegiance

All stood and pledged the flag.

#### c. Roll Call

Present were Commissioners Murphy, Schober, Siragusa, Thorn, and May. Also present was Administrator Brian Lynch, Superintendent Michael Didato and Mayor Ronald McDaniel (7:37 p.m.).

#### d. Alterations to the Agenda – None

#### e. To consider and act on a motion to approve the minutes of November 5, 2012 and Special Meeting minutes of November 26, 2012.

Motion to approve the minutes of November 5, 2012, and the Special Meeting minutes of November 26, 2012, made by Commissioner Siragusa; seconded by Commissioner Thorn; discussion, none; voice vote, 5-0, all in favor; motion carried.

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

All relevant communications were included in the packet.

#### g. Remarks from the Public Regarding Items on the Agenda with a three minute limit.-- None

#### h. Executive Session – None.

#### i. Special Recognitions --None

#### j. Report from Commission Attorney on Matters Referred -- None

#### k. Report from Administration Division

Administrator Lynch discussed the following report for November 2012 with the Commission (*submitted in the packet*):

1. I attended a meeting in Waterford last week with regard to FEMA and how we will be reimbursed by the Federal Government for emergency costs during Hurricane Sandy. I will be working with the Finance Director and Ray Occhialini to make sure we are reimbursed as much as possible.
2. If you hadn't read the Norwich Bulletin last Tuesday, Linda Rivera went to court for the last time over the embezzled money. The court decided to end her probation. Because

the judge ended the probation, she will no longer have to continue to send the twenty-five dollars a month. We were never informed that Ms. Rivera was going to be in court. *(Administrator Lynch reported to the Commission that this item has been resolved.)*

3. I spoke with Eric Knapp from Branse, Willis and Knapp regarding where we stand on the issue of our Water Operator's licenses. He told me that he has not heard from anyone at the State. I asked if there was anything we should be doing at this time. He said we would wait until we hear from the State.
4. I spoke to Rich Johnson about our Water Supply Plan. I have been assured that all the corrections the State wanted were addressed. Rich has resubmitted the plan.
5. There continues to be discussion about running a water line on Route 163 to accommodate the school and commercial property in town. We held another meeting with Faria Corporation about a possible easement on some of their property. Sarah Cwikla will come to our January meeting to talk about different options we have to expand our water system.
6. I received an e-mail from Ron Oschner's wife the other day. She was happy to report that Ron is doing much better. He still has a long way to go, but is making good progress. He is eating solid foods and moving his arms, legs and upper body.
7. We are continuing to monitor the delinquent accounts. Foreclosures and refinancing of homes are bringing in some revenue. We had one of our worst offenders refinance. We will be sending out collector demands by the middle of January.

Per discussion initiated by Administrator Lynch, the Commission agreed to add agenda item "Discussion of payback to Town" to the January 2013 regular meeting agenda.

I. Report from Operations Division

Superintendent Didato discussed the following in his November 2012 report (*submitted in the packet*):

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. We exchanged the charcoal filters in the route 32 manholes that helps capture undesirable smells.
3. Sludge thickness remains at about 6%.
4. We averaged 47 lbs/day of nitrogen in our discharge last month. Our DEEP limit for calendar year 2012 has been reduced to 124 lbs/day. We continue to average very low nitrogen in our discharge this year.
5. I will be working with Woodard & Curran tomorrow November 27th on the new SCADA system.
6. We have been increasing the frequency of cleaning the distribution box. We use our septic truck to vacuum out the vault. The vault (D box) fills up with a slimy growth. If we do not get the slime out it travels through the rest of the facility clogging up probes

and equipment. RWC will be pigging the discharge line that feeds the D box more frequently. They will be doing this in an effort to reduce the slime accumulations. Pigging a line is when a foam cylinder the same size as the pipe is sent through the line scouring the insides. UPDATE: The increased frequency has helped a lot.

7. We had bid openings for our headwork's project. The pricing came in higher than expected. As a result of not knowing what to expect, I had a vendor visit me at our facility to see if he can provide a direct replacement for two pieces of equipment that needs immediate attention. However, our engineers have strongly recommended not to go this route. They have other alternative plans that they will present later in the meeting.
8. We and the vendors of the SBR's have worked out some glitches with our SBR controllers and everything is operating well on them now.
9. In preparation for our new DEEP permit application, we have sampled and collected many wastewater samples that are not routinely tested. All this extensive information is required for permit renewal which expires on June 8th 2013.

### **COLLECTION SYSTEM**

1. On 11-10-12 we received a report of an overflowing manhole located at the intersection of Route 32 and Fitch Hill Road feeding our Holly Hill pump station. Fortunately the problem was not with the pump station. Ultimately we found that a section of pipe that is no longer required fell into the flow causing an obstruction. The section of pipe is what I refer to as a direction section that was installed in the manhole to accommodate a flow that has since been discontinued. It was necessary to have assistance from public works. After a period of time they mobilized at the location and used their jet truck to remove any residual debris that had accumulated from the obstruction. As required I notified all of the state regulatory agencies of the event and followed up with a report.
2. After the extended use put on all of our generators we found a number of things that had to be fixed or corrected. Our Derry Hill gen set had wiring replaced and one of our main plant generators needs work on its transfer switch.
3. The new vehicles have been put into the field and are now set up appropriately.

### **POTABLE WATER**

1. We continued to install new water meters and conduct cross connection inspections.
2. We had a problem with our new Maple Avenue generator and found that the battery charger was plugged into an internal GFI circuit. The GFI tripped and did not get reset preventing the batteries to stay charged. This was easily resolved.

Per Administrator Didato, the SCADA system, per Item 5 on his report, is expected to be completed within 2-3 months. Also, in response to a question by Commissioner Thorne, Administrator Didato provided an update on the newly purchased Ford vehicles for the department, including a recall item requiring immediate attention on the Ford Escape.

**m.** Report from the Mayor -- None

n. Report from special or sub-committees -- None

o. Report from Engineers

Engineer R. Kruczek distributed a revised Status Report for Montville Facilities Plan Projects (*Handout #1*), a replacement for the one received in the packet, reporting on an error in budgeted costs for the WWTF design modification and construction engineering. He provided an updated map (*Handout #2*) that proposed the elimination of the vortex unit to bring the costs back in line with the bids received, including 100% contingency. Also proposed was the balance of bonding and obtaining a grant for MCC generator, further reducing costs and financing for the project. The Commission then discussed options for moving the project along including rebidding the project. Engineer Kruczek reported on an email received from the DEP this date regarding funds for the new generator. A summary of expenses over the next five years (*Handout #3*) was also submitted by Engineer Kruczek to the Commission that he said could be used to set rates and budgets. A meeting was proposed for next week with Administrators Lynch and Didato, the DEP, and the Town Planner addressing power in case of a power outage.

p. Old Business -- None

1. To authorize chairman to enter into agreement with Greenpoint Energy for solar panels.

THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to authorize Chairman to enter into an agreement with Greenpoint Energy for solar panel project. Motion – Discussion – Roll Call.

**SAR NO. 2012-30 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to authorize Chairman to enter into an agreement with Greenpoint Energy for solar panel project. Motion made by Commissioner Siragusa, seconded by Commissioner Thorn; discussion, Administrator Lynch confirmed that the contract was vetted through the attorney and signed out and the budget for the project; Commissioner Siragusa questioned Greenpoint representative Jason Ulshafer regarding inverters who replied that multiple inverters would be needed; Commissioner May identified the steps toward completion of the project; Roll Call vote, in favor were Commissioners Murphy, Schober, Siragusa, Thorn and May; vote 5-0; motion carried.

q. New Business

Motion made by Commissioner Siragusa; seconded by Commissioner Thorn; to reconsider Project 36938891 – WWTF design modifications and construction engineering (CV \$359,563, B \$193301) and to include Engineer Kruczek; discussion, none; voice vote, 5-0, all in favor; motion carried.

Motion made by Commissioner May; seconded by Commissioner Siragusa to prepare plans and specs for rebidding of Project 36938891 – WWTF design modifications and construction engineering (CV \$359,563, B \$193301); discussion, none; voice vote, 5-0, all in favor; motion carried.

r. Reports/referrals from Planning & Zoning – none.

s. Payment of bills

1. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of Three Thousand Two Hundred Eighty-Two Dollars and Eighty-Four Cents (\$2,382.84), per the attached Schedule A.

**SAR NO. 2012-31 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to pay bills in the amount of Three Thousand Two Hundred Eighty-Two Dollars and Eighty-Four Cents (\$2,382.84), per the attached Schedule A. Motion made by Commissioner Thorn, seconded by Commissioner Thorn, discussion, none; Roll Call vote, in favor were Commissioners Murphy, Siragusa, Thorn and May; vote 5-0; motion carried.

**2. Water Commission**

- a. Report from Sub-Committees -- None
- b. Report from Engineers -- None
- c. Old Business -- None
- d. New Business -- None
- e. Payment of Bills – none.
- f. Executive Session – Discuss Administrator’s Contract.

Motion made by Commissioner Schober, seconded by Commissioner Thorn, to enter executive session at 7:52 p.m. to include Administrators Lynch and Didato and Mayor McDaniel, to discuss Administrator’s Contract; discussion, none; voice vote, 5-0; all in favor, motion carried.

Motion made by Commissioner Schober, seconded by Commissioner Murphy to come out executive session at 8:32 p.m., with no votes taken; discussion, none; voice vote, 5-0; all in favor, motion carried.

- g. Remarks from Commission Members -- None

**h. Adjournment**

Motion made by Commissioner Schober, seconded by Commissioner Murphy to adjourn the meeting at 8:33 p.m.; discussion, none, voice vote, 5-0, all in favor, motion carried.

Respectfully Submitted by:

Gloria J. Gathers  
Recording Secretary, Town of Montville  
Cc: Schedule A

Branse, Willis & Knapp, LLC

\$2,382.84