

Approved: _____

Meeting Minutes

Town of Montville Water and Sewer Commission

Monday, April 1, 2013 - 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 were Superintendent Michael Didato, Administrator Brian Lynch, Mayor Ronald McDaniel and Town Council Liaison Joseph Jaskiewicz.

d. Alterations to the Agenda -- None

e. To consider and act on a motion to approve the minutes of January 7, 2013.

Motion to approve the minutes of January 7, 2013, made by Commissioner Siragusa; seconded by Commissioner Thorn; discussion, none; voice vote, 4-0, abstained Commissioner Jaskiewicz, in favor; motion carried.

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

Mayor McDaniel, Town Councilor Jaskiewicz and Administrator Lynch attended the March 19, 2013 Board of Education meeting. They gave a presentation to the BOE regarding the WPCA extension of water and sewer service to the Montville High School and Tyl Middle School. The BOE endorsed the matter and will be notified of future meetings regarding the same.

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

None

h. Executive Session – Special Recognitions -- None

i. Report from Commission Attorney on Matters Referred -- None

j. Report from Administration Division

Administrator Lynch submitted reports for January, February and March 2013 as follows (*submitted in the packet*):

January 2013

1. The Mayor and I met with representatives from the school last week to initiate discussions about bringing water to the High School and Middle School. Ron and I outlined our plan to bring the water line up route 163 and the benefits it would provide to Montville if we were to partner together on this project. I was requested at our last meeting to find out how much it may cost SCWA to connect its system to the High

School. After speaking to Tony (who attend a meeting with SCWA on the subject) and hearing from the Superintendent it was determined that one hundred to two hundred thousand dollars looks like the estimate for SCWA to connect to the school.

2. As you know we were awarded the five million dollars from the Bond Commission for the anaerobic digester project. I will be setting up a meeting with DEEP to find out what the next step in the process is.
3. The auditors finished up their annual inspection of our accounts. They found nothing erroneous with our books. I will continue the practice of having one of the accountants come in mid-year to review how we are doing and advise us on different accounting practices.
4. We discussed at last month's meeting that we would pursue the idea of establishing a rate for residences that have been designated boarding homes here in Montville. I was advised by our Town Attorney that it would not be wise at this time to pursue the issue. Because these homes have not been inspected by the fire marshal or the building inspector we would be at risk for a lawsuit.
5. The other question that was asked at our last meeting was to provide you with an accounting of the work that was performed by an outside electrician on one of our generators. I have put in the drop box an accounting of the work that was performed on that generator.

February 2013

1. We have set aside two dates in March (5th & 20th) to start negotiations with the WPCA employees' union on their contract. The current contract expires on June 30th of this year. I have placed an executive session on the end of our meeting so the Commission can discuss the direction you would like to take. This is the same procedure we followed when we negotiated the last contract.
2. The Mayor and I, along with Matt Auger, met with representatives of DEEP in early February. We discussed the next steps that we need to follow with regards to the five million dollars awarded to us for the anaerobic digester project. George Hicks is going to send us the procedures that we will have to follow. He did indicate to us that, because this was special act monies, we will have less restriction on how the money is allocated.
3. On a positive note for our customers, Phase II Assessment that was started twenty-five years ago has finally come to an end. We sent out the last billing for that assessment this month.
4. The water line concept on Route 163 was discussed in the Norwich Bulletin last weekend. I am waiting to hear from the Superintendent's Office to see if they want to partner with us on the project.
5. I have begun working on the proposed FY/2013-2014 budget. I will submit a draft for your review at the April meeting.
6. I have spoken to Groton Utilities on the subject of their water rates. I have been informed that they are not expecting to raise their water rate at this time. If the water rates do remain the same, I think we can go another year without raising our rates. Our current water budget is tight. I anticipate that we will probably come in a little under budget this year, as long as we don't have any major issues.

March 2013

1. I put a draft copy of next year's sewer budget in your packet for your review. The one major adjustment in the budget is the revenues. We are on- budget for the commercial and residential income. Rand-Whitney is also right at last year's budget numbers. We have noticed that Mohegan Sun's revenues have been dropping over the course of the

year. We will have a shortfall in that line of around two hundred thousand dollars. I am not concerned about the lost revenue in this budget, but I have adjusted it in next year's budget.

2. We sent out the second quarter billing this week. We have been collecting on a number of delinquent accounts this past quarter. There have been a number of banks that have paid off outstanding balances. This has helped recoup some outstanding revenue.
3. The Mayor, Joe, and I attended a Board of Education meeting two week ago. We spoke about the proposed water line on route 163. Ron spoke about the benefits for the school and the community. After some discussion, the Board of Education voted to endorse the project. I think this will be beneficial when we approach the Town for support.
4. We received the engineering plans for the solar project. I sent a copy of the plans to Otto Walters (the engineer who has been working with us on the solar project), for his review.
5. I sent the \$500,000 payment to the Town this week. The balance that remains is \$278,000. Our accountant has suggested that we pay off the remaining balance at the end of this year.

Per the monies owed the Town, the Commission discussed past debt, its intention to pay the debt, the decrease in debt load due to legal fees and its current financial status.

k. Report from Operations Division

Superintendent Didato discussed the January, February, and March 2013 reports as follows (*submitted in the packet*):

January 2013

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 averaged over 5.2%.
4. We averaged 77 lbs/day of nitrogen in our discharge last month. Our DEEP limit for calendar year 2012 has been 124 lbs/day. We averaged very low nitrogen in our discharge this year and shall receive a check as normal. The new limit for calendar year 2013 will be 122 lbs/day.
5. Woodard & Curran continued working on SCADA system. See summary at the end of this report.
6. 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. **UPDATE:** Still finalizing data and discussions with an agent from the DEEP.
7. I have completed and submitted this year's report to the Department of Agriculture. The report requires flows and performances of our facility. I am happy to report No violations have transpired in 2012.
8. I have completed some testing on blower usage and found a way to use significantly less horse power to provide proper air and wastewater treatment. I believe we can reduce

300hp/hour X 24hr/day. What this really represents is a potential reduction in our monthly electric bill by as much as \$20,000. We still need to do some testing and work to truly see how much we can save. As of right now a savings of \$20,000 a month has great promise! **UPDATE:** It has been about a year since I reported on this with great success. . *I have saved about \$10,000 a month in electricity during the past year without adversely effecting treatment!* I now have the confidence to duplicate what I did and double the savings estimated to be \$20,000 a month.

9. We had decanter failures on 2 different occasions. Both times it was caught and resolved before having a bad effluent discharge.
10. We had to go on generator power 2 times in January. Our generators responded appropriately. I can't stress enough the importance of keeping these very expensive pieces of equipment in good working order.

COLLECTION SYSTEM

- Changed the drives on our Black Ash Rd pump station. As a result, I expect electrical use to be reduced by 40-50%
- We had more Vac truck training
- Snow plowing and removal. It really requires most all of the work force on these occasions.

SCADA/STAFFING

Last month I presented a one page dissertation on staffing and the **supervisory control and data acquisition** (SCADA) system. As a follow up, I offer the following. We are progressing nicely. As of the writing of this report we now have all the information coming in from the pump station alarm system, our streaming data system for flows/temps, and the SBR control system into the new SCADA system. We have tested and confirmed each alarm at a few pump stations and still need to test each alarm at the remaining stations. We have found some things that need to be corrected on the information that comes from the SBR system. Once these things are accomplished we will put the new system online so it will redundantly contact us via text messaging using satellites like a cell phone, and with voice commands using hard wired phone notifications. As I reported last month, once it is proven to be reliable with pump station alarms we will start including alarm points into it from other important treatment plant systems. We have already initiated doing this. On Friday 1-25-13 I spent the morning going over the 2 most important treatment items that need to be addressed with Woodard & Curran's Vice President and Project Manager. The items as depicted in my last report are.

- Dissolved Oxygen (DO) in SBR's. Blower failures or low DO can kill activated sludge.
- Decanter failure. Can and would result in untreated wastewater discharge if unattended.

We now have a plan developed on how to achieve this. The equipment has been ordered and the programming will be worked on and configured. This is a collaborative effort requiring equipment installation, set up/testing, and wiring. If all this goes as planned it should be done in a month or so.

With all said about SCADA, we can look at staffing. Brian and I have discussed soliciting the services of Woodard & Curran to evaluate our current and future staffing needs. They have extensive background in this discipline. Unlike just using the New England Interstate Water Pollution Control Commission (NEIWPC) program entitled: ***The Northeast Guide For Estimating Staffing at Wastewater Treatment Plants***, they will look at our total and specific work force needs such as, inspections, treatment plant systems, FOG program, laboratory testing/compliance, storm water program, safety program, maintenance, mechanical, and our RWC water supply systems to name a few. They have background with our plant and have insight as to the changing workloads as a result of the new digester installation. Although I did not get a definitive date for completion of this report, I would expect something from them for the next meeting.

February 2013

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 averaged over 5.8%.
4. We averaged 55 lbs/day of nitrogen in our discharge last month. Our DEEP limit for calendar year 2012 has been 124 lbs/day. We averaged very low nitrogen in our discharge this year and shall receive a check as normal. We will see a check for over \$20,000 this year! The new limit for calendar year 2013 will be 122 lbs/day.
5. We had a surprise inspection from the DEEP in February. As normal, they look at the whole facility from beginning to end to insure it is operated and maintained as required. This year was extra comprehensive. They looked at many documents and operating manuals to verify their existence and utilization. I am happy to report we passed 100%
6. As you might expect we prepared for the blizzard as soon as we became aware of it. The biggest concern was losing line power to our plant and the 26 pump stations. Fortunately we did not experience any long term electrical outages as a result of the storm. However, it was imperative to keep the plant and pump stations accessible at all times. If (in the event) we had a station problem we could not afford to be mired down with plowing and shoveling the station just to get at it to diagnose any problems or failures. It is imperative to keep the plant and pump stations accessible at all times. We also need to keep ice and snow from encapsulating important outside equipment. I commend our staff for the level of effort they exhibited prior, during, and after the storm! What is normally routine became challenging and exhausting. I would also like to point out that our Mayor helped us out tremendously by negotiating and getting local inmates out in the field to clear out our fire hydrants. These men worked hard and are extremely appreciated.
7. Our portable 3 phase generator is in the garage as I write this report. Our staff will install a new head gasket on it as soon as we receive the gasket from a vendor. This 3 phase generator was at the plant before I started. I think it's over 25 years old. With that said, I think it would be prudent for the WPCA to procure a new portable 3 phase generator. It is also a NPDES requirement to have adequate back up measures in place for our pump stations. We have three pump stations that don't have standby generators onsite and rely on a portable 3 phase generator in the event of power loss. Pequot, Kitemaug, and Lathrop pump stations are the stations that do not have their own generator and share the use of a portable 3 phase generator. Another benefit to having a new reliable 3 phase generator is that it can serve as back up to many of our smaller pump stations that have 3 phase generators. An example might be if we have a power outage at our Derry Hill pump station and the onsite generator was inoperable we could simply modify the connections and use the portable 3 phase generator. A rough estimate of cost is around \$28,000. I hope to discuss putting out an RFQ for this at the meeting.

The **supervisory control and data acquisition (SCADA)** system continues to operate. We had to work out a couple of kinks last month. I will spare you the details, but it included having my phone ring 488 in one day for communication alarms. Thank god we that got resolved! We also now have (2 of) the 6 SBRs wired and configured for low dissolved oxygen alarms as described in my last report. We also now have most of the decanters connected to the alarm system. Un-attended decanter failure would result in untreated wastewater discharge.

March 2013

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 averaged over 5.3%.
4. We averaged 72 lbs/day of nitrogen in our discharge last month. Our DEEP limit for calendar year 2012 has been 124 lbs/day. We averaged very low nitrogen in our discharge this year and shall receive a check as normal. ***The exact amount of the check will be for \$20,079.*** The new limit for calendar year 2013 will be 122 lbs/day.
5. We assisted Green Point Energy with putting a couple of panels at our facility. During their visit I inquired about the condition of the roof on our barn. It is over 20 years old and it is in need of repair from the high winds we have endured this year. I know it is likely to be a \$40k project with a standard roof. However, it is expected to cost more if we install a sliding seam roof as recommended by Green Point Energy. I had a visit from a roofer who does this type of work and I am expecting a loose price, so we know what we are dealing with.
6. We had our annual Fire & Life Safety Inspection conducted on 3-7-2013. We had to correct two items. One item was that a knock-out "blank" needed to be installed in one of our breaker boxes. The other item required us to apply fire rated calk around some pipes and conduits in our boiler room. Please be advised we no longer use the area as a boiler room, as we now use it for files that were stored Town Hall. We corrected both items within a day. I am also looking into a recommendation given to me from the Fire Marshal's office regarding heat and fire alarm systems.
7. *The following was included in my last report.* Our portable 3 phase generator is in the garage as I write this report. Our staff will install a new head gasket on it as soon as we receive the gasket from a vendor. This 3 phase generator was at the plant before I started. I think it's over 25 years old. With that said, I think it would be prudent for the WPCA to procure a new portable 3 phase generator. It is also a NPDES requirement to have adequate back up measures in place for our pump stations. We have three pump stations that don't have standby generators onsite and rely on a portable 3 phase generator in the event of power loss. Pequot, Kitemaug, and Lathrop pump stations are the stations that do not have their own generator and share the use of a portable 3 phase generator. Another benefit to having a new reliable 3 phase generator is that it can serve as back up to many of our smaller pump stations that have 3 phase generators. An example might be if we have a power outage at our Derry Hill pump station and the onsite generator was inoperable we could simply modify the connections and use the portable 3 phase generator. A rough estimate of cost is around \$28,000. I hope to discuss putting out an RFP for this at the meeting.
8. The **supervisory control and data acquisition (SCADA)** system continues to operate. We had to work out a couple of kinks last month. I will spare you the details, but it included having my phone ring 488 times in one day for communication alarms. Thank god we that got resolved! We also now have (2 of) the 6 SBRs wired and configured for low dissolved oxygen alarms as described in my last report. ***UPDATE: All 6 SBR's now have low dissolve oxygen alarms installed and working.*** We also now have most of the decanters connected to the alarm system. ***UPDATE: We are currently waiting for parts from the SBR vendor to alarm all sections of the decanters.*** FYI: Un-attended decanter failure would result in untreated wastewater discharge.
9. The following was taken from my report submitted for the December WPCA meeting. *Brian and I have discussed soliciting the services of Woodard & Curran to evaluate our current and future staffing needs. They have extensive background in this discipline.* ***UPDATE:*** It has been completed and has now been submitted for your review. In the report they recommend to, hire one full time laboratory operator, hire one full time maintainer, and consider hiring one additional full time maintainer dedicated to the collection systems.

With all said, I would like to reiterate what I stated in my January WPCA report.

Our laboratory tech resigned his services with the WPCA to work for the public works department on 12-14-2012. As a result I had to change staffing days and hours to cover the scheduling of the complex and specific DEEP testing protocol. Currently I only have one wastewater operator that can perform all of the disciplines required in the lab. He has been doing most the involved lab testing in addition to all of the wastewater operation tasks. Training is being conducted with other staff members, so they can perform some of the more academic testing. However, it takes time to get proficient in each laboratory test & sampling. We are doing everything possible to keep the wheels moving and staying in compliance with all DEEP regulations. Please note: Not that long ago we routinely had 8 men during the course of a day to carry out wastewater related activities. Today we have 4 men if no one takes a vacation, sick, or personal day off. If one or two men are absent we would be at odds to accomplish all requirements. This leads me to ***request approval*** to fill the vacated laboratory position as soon as possible. It has been my experience that a wastewater lab works best when there is one appointed laboratory tech to take ownership of all laboratory tasks and functions that is not distracted with other operations. It is also very important that the lab tech pass the stringent yearly Discharge Monitoring Report-Quality Assurance (DMR-QA) testing required by the DEEP & EPA. Failure to pass this yearly QA test would mean our lab would not be recognized to submit data generated to these agencies.

Per discussion, Superintendent Didato reiterated the need to hire a full-time laboratory technician as summarized in the staffing report and acknowledged that the SCADA system can be built upon to further enhance its operation. He was given the go ahead to fill the position.

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

- m.** Report from special or sub-committees -- None

- n.** Report from Engineers

R. Kruczek of URS Engineering submitted a status report for Montville Facilities Plan Projects and a report regarding replacement of the company that formerly diagnosed problems and conducted generator repairs. The new company AC/DC Electric supplies the same services at a lower rate per hour. He stated that separation of the two projects, the application to the Clean Water Fund and the Headworks project is a cost savings and would ensure a better financial structure. For example, all of the funds from the engineering portion of the project can be gotten back although acceptance of the funds must be approved by the Town Council. R. Kruczek also said that he would be on medical leave in May-June and Robert Tedeschi and Kevin McCutchan would be available during his absence.

1. To consider and act on a motion to approve authorization for URS Engineering to submit an application for funding under the Clean Water Fund Program for the generator project.

SAR NO. 2013-34 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to consider and act on a motion to authorize URS Engineering to submit an application for funding under the Clean Water Fund Program for the generator project. Motion made by Commissioner Siragusa, seconded by Commissioner Thorn; discussion, none; roll call vote, in favor Commissioners Jaskiewicz, May, Schober, Siragusa and Thorn; vote 5-0, all in favor, motion carried.

2. To consider and action on a motion to approve authorization to fund the generator project in its entirety estimated at \$310,000 inclusive of engineering fees. Any legal fees for loan closing will need to be added to the estimated cost.

SAR NO. 2013-35 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to consider and approve authorization to fund the generator project in its entirety estimated at \$310,000 inclusive of engineering fees and any legal fees for loan closing to be added to the estimated cost. Motion made by Commissioner Jaskiewicz, seconded by Commissioner Siragusa. Discussion—Superintendent Didato clarified that funds can be taken from the capital side of the project. R. Kruczek added that the loan could be paid off in full after one year. Roll call vote, in favor Commissioners Jaskiewicz, May, Schober, Siragusa and Thorn; vote 5-0, all in favor, motion carried.

3. To consider and discuss to move the Generator Project to Town Council once the Clean Water Fund Grant monies have been secured.

SAR NO. 2013-36 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to fund the proposed generator project in its entirety estimated at \$310,000.00 inclusive of engineering fees. Motion made by Commissioner Siragusa; seconded by Commissioner Schober; discussion, none. Roll call vote, in favor Commissioners Jaskiewicz, May, Schober, Siragusa and Thorn; vote 5-0, all in favor, motion carried.

o. Old Business -- None

p. New Business -- None

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

r. Payment of bills

1. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of Seven Thousand Nine Hundred Seventy-One Dollars and Fifty Cents (\$7,971.50), per the attached Schedule A.

SAR NO. 2013-37 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of Seven Thousand Nine Hundred Seventy-One Dollars and Fifty Cents (\$7,971.50), per the attached Schedule A. Motion made by Commissioner Jaskiewicz, seconded by Commissioner Schober, discussion, none; Roll Call vote, in favor were Commissioners Jaskiewicz, May, Schober, Siragusa and Thorn; vote 5-0, all in favor; motion carried.

2. Water Commission

a. Report from Sub-Committees -- None

b. Report from Engineers -- None

c. Old Business

d. New Business -- None

e. Payment of Bills – None.

f. Executive Session

1. Motion to enter executive session for discussions on upcoming union negotiations, to include WPCA Commission, Administrator Brian Lynch, Superintendent Mike Didato, and Mayor Ron McDaniel.

Motion to enter executive session for discussions on upcoming union negotiations, to include WPCA Commission, Administrator Brian Lynch, Superintendent Mike Didato, Mayor Ron McDaniel. Motion made by Commissioner Jaskiewicz, seconded by Commissioner Schober; discussion, none; voice vote, 5-0, all in favor, motion carried.

Administrator Lynch and Superintendent Didato came out of executive session at 8:16 p.m. Commissioner May returned the Commission to open session at 8:50 p.m. with no votes taken.

- g.** Remarks from the Public -- None
- h.** Remarks from Commission Members -- None
- i.** Adjournment

Motion made by Commissioner Jaskiewicz, seconded by Commissioner Thorn to adjourn the meeting at 8:51p.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

\$7,971.50