

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

**Regular Meeting Minutes**  
**Town of Montville Water and Sewer Commission**  
**Monday, August 4, 2014**  
**Town Council Chambers – Montville Town Hall – 7:00 p.m.**

**1. Water and Sewer Commission**

**a. Call to Order**

WPCA Chairman/Town Councilor Liaison May called the regular meeting of the Water and Sewer Commission to order at 7:00 p.m.

**b. Pledge of Allegiance**

All stood and pledged the flag.

**c. Roll Call**

Present were Commissioners Schober, Siragusa, Thorn, Murphy and WPCA Chairman/Town Council Liaison Timothy May. Also present was Administrator Brian Lynch and Superintendent Michael Didato. Mayor Ronald McDaniel was absent.

**d. Alterations to the Agenda -- None**

**e. To consider and act on a motion to approve the meeting minutes of June 2, 2014.**

Motion to approve the Regular Meeting Minutes of June 2, 2014, made by Commissioner Siragusa; seconded by Commissioner Murphy; discussion, none; voice vote, 5-0, all in favor; motion carried.

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

Administrator Lynch referred to letters included in the meeting packet and submitted electronically—1) Letter from the State DEEP regarding the Town and WPCA’s water supply plan that was not approved citing inadequate water supply sources and demand management initiatives; 2) Letter regarding an ethics complaint against Administrator Lynch by James Andriote, Sr.; and 3) Letter of thanks from Project Graduation 2014 for the WPCA’s donation.

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

Town Councilor May asked three times for remarks. Uncasville resident, Teri Bruce, commented on the agenda item to set policy for donations by the Commission to non-profit organizations. She implored the Commission to “do the right thing” stating that fees that the WPCA generates should not be used for non-profit purposes. Ms. Bruce read and referenced the WPCA policies as per the Town website and implored the Commission to refrain from making donations and further thanked the commissioners for their volunteerism.

**h. Report from Commission Attorney on Matters Referred -- None**

**i. Report from Administration Division**

Administrator Lynch submitted an activity report for July 2014 that was included in the packet as follows:

1. The new fiscal year started on July first. Our new accounting software is working great. Tyler Technology continues to come in for training.
2. The Town's auditors have started working on closing out last year. They have been gathering information. I have contacted Scott Bassette (our accountant) to come and help close out the WPCA accounts in preparation of the Town audit.
3. Under the correspondence, I have included the letter that Jim Andriote wrote accusing me of an ethic violation. The Mayor has turned the matter over to an outside attorney to review the complaint. I apologize to the Commission for the distraction this issue may have caused. It was never my intent to circumvent the Town's Charter. I believe that I followed the charter the same way the Town Council does with regards to donations.
4. I received word that our Water Supply Plan has been rejected by the State. The plan was first submitted to the Drinking Water Section of Connecticut DEEP in October 2007. We revised the plan in 2012 after Ron Ochsner and I attended a meeting with the State. Now in 2014, the DEEP has rejected our plan. I have spoken to Milone & MacBroom, an engineering company in Cheshire, Connecticut, about writing a new water supply plan. Because our water system has changed over the past seven years, and after speaking to Chris Clark and some other folks with water systems, they recommend that we start new.
5. I want to point out that the legal bills that we are paying for this month is for work performed last year. I spoke to Attorney Auger about this. I expressed concern about the delay in receiving the bill. He has assured me that this will not happen again.
6. On the agenda, under new business, is the topic of "donations to non-profits organizations." The WPCA may want to set their own parameters on giving to the community.
7. I have spoken to Rand-Whitney about where we are on the anaerobic project. The engineer is still working on the design. The Mayor has sent a letter to the DEEP regarding the way we want to bid the project.

Administrator Lynch responding to questioning about the development of the water plan. He stated that he is looking for a single source vendor to develop the plan and will ask for a quote for the same. Administrator Lynch also replied that the State asked for clarification on some items on the Town's water plan that was denied stating it would be better to start anew with a current plan.

**j. Report from Operations Division**

Superintendent Didato submitted a report for July 2014 that was included in the package, as follows:

1. With the available data to date the Water Pollution Control Facility (WPCF) continues to be in full compliance to its NPDES permit.
2. There were no treatment plant odor complaints last month.
3. Sludge thickness maintained an averaged 4.9 % for last month.
4. We averaged a very low 47 lbs. /day of nitrogen in our discharge over the last month.
5. Regarding the new generator and headwork's project: On the headwork project, we had more concrete poured. The contractor broke a potable water line that feeds our facility

while digging a trench for a new pipe. We worked with them to restore water back as fast as possible. I had a meeting with the contractor and engineer on the generator project regarding a change order. Details of the change should be in the monthly engineering update report.

6. We pumped down one our SBR's. This effectively reduces our treatment capacity by 1/16<sup>th</sup>. Our objective was to inspect the diffusers and purge system as a result of some visual observations. I contacted the DEEP as required when taking equipment off line.
7. We set up and plumbed in anew CL2 tank for pre-chlorination. The old tank was at the end of its useful life. Pre-chlorination is jargon used to describe adding a very specific amount of bleach to microorganisms in an effort to kill off only the bad filamentous organisms.
8. We contracted out some work for the potable water system. The contractor had to excavate and replace some curb valves. These valves are necessary to shut off water to each customer if required for non-payment or meter replacement. During one of the excavations, it became necessary to temporarily shut off water on Depot Road to make a repair. The water line was flushed and the water was tested and put back in service.
9. It is very important that the lab tech pass the stringent yearly Discharge Monitoring Report-Quality Assurance (DMR-QA) testing required by the DEEP and EPA. Failure to pass this yearly QA test would mean our lab would not be recognized to submit data generated to these agencies. I am happy to report our lab tech passed these testing requirements for this year.

Referring to item #6 of his report, Supervisor Didato stated that project took hundreds of man hours to complete. He also commented, per Chairman May's question, that the headworks project was at a standstill awaiting the generator. Supervisor Didato added that he was not sure of the drop dead date for the new headworks projects but continues to band aid the current system.

**k.**     Report from the Mayor

Mayor McDaniel was absent from the meeting.

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

**m.**     Report from Engineers -- None

**n.**     Old Business -- None

**o.**     New Business

1. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to approve a waiver for 61 Hunters Run to connect to sanitary sewer for residential house.

**SAR NO. 2013-59 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to approve a waiver for 61 Hunters Run to connect to sanitary sewer for residential house. Motion made by Commissioner Schober; seconded by Commissioner Murphy; discussion: Administrator Lynch commented that the homeowner, who was present,

seeks to have his property tested for approval for a septic system. Roll Call vote; in favor were Commissioners Schober, Siragusa, Thorn, and Chairman May; vote 5-0; motion carried.

2. Discussion to set a policy for donations to non-profit organizations.

Chairman opened the discussion by suggesting that an interim policy be put in place until the Commission develops its own policy and that the Town is set up to give donations, per its charter. Administrator Lynch apologized to the Commission for his interpretation of the charter stating he had discussed the matter with Chairman May and the Finance Director beforehand. During the discussion, Commissioner Schober stated that she was unaware of the donation; Commissioner Thorn commented that fees generated from the WPCA should go toward infrastructure. Commissioner Siragusa voiced opposition to the Commission making donations of any kind. Speaking from his past experience as a town councilor, Commissioner Murphy stated that a policy should be drafted and voted upon and funds for the same should be a budgetary line item. Per Commissioner Schober's request, Administrator Lynch will look to other towns for similar policy, statewide per Commissioner Thorn. Chairman May commented on the disparity in recent newspeak clarifying that WPCA had not raised its sewer rate in the past 6 years. He added that the WPCA water rate was raised as Groton was raising their own.

p. Reports/referrals from Planning & Zoning -- None

q. Payment of bills

1. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of Thirty Thousand Four Hundred Seventy-Nine Dollars and Seventy-Four Cents (\$30,479.74), per attached schedule C.

**SAR NO. 2013-60 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to pay bills in the amount of Thirty Thousand Four Hundred Seventy-Nine Dollars and Seventy-Four Cents (\$30,479.74), per attached schedule C. Motion made by Commissioner Thorn; seconded by Commissioner Murphy; Discussion: Administrator Lynch stated the bill was discussed with Attorney Auger and this incidence of tardiness—the bills were from October 2013—will not be repeated. Roll Call vote; in favor were Commissioners Schober, Siragusa, Thorn, and Chairman May; vote 5-0; motion carried.

**1. Water Commission**

a. Report from Sub-Committees -- None

b. Report from Engineers -- None

c. Old Business

1. Discussion on setting dates for public meetings related to waterline extension along purposed routes to Montville High School.

Administrator Lynch stated that he went to the Town Council last month to get approval for public hearing dates. Chairman May also presented the same to the Town Council in a special meeting. He stated the Town Council spoke favorably for a town hall style meetings followed by referendum. Sarah Cwykla of GHD, who was invited by Administrator Lynch, discussed the strategy for town meetings and talked about using the same presentation that was given to the Town Council concerning the water extension. Four public hearings, at the firehouses and the high school, are proposed. Discussed was what SCWA would provide for \$53,000 in its letter of

June 2014 concerning the water line extension. Commissioner Thorn commented that discussion for SCWA was talked about a year ago and decided against by the Board of Education. It was proposed that public hearing be held once a month and then try to get the proposal on the November ballot. Per Administrator Lynch, delays mean that the costs go up. During the interim, the Town must send an RFQ to attain bond counsel. The Town's website will be updated with the information presented by S. Cwykla at the Town Council presentation.

2. Discussion on Water Supply Plan.

This agenda item was discussed earlier in the meeting but Administrator Lynch agreed to obtain a quote for consultant and present that information to the Commission at its next meeting.

- d. New Business --None
- e. Payment of Bills – None.
- f. Executive Session --None
- g. Remarks from the Public

Town Councilor May asked three times for remarks. Uncasville resident, Teri Bruce thanked the commissioners for their service to the WPCA. She urged the Commission to “stick with its business” reiterating that the Town Council has a mechanism in place for donations that should be adhered to.

- h. Remarks from Commission Members -- None
- i. Adjournment

Motion made by Commissioner Murphy, seconded by Commissioner Siragusa to adjourn the meeting at 8:03 p.m.; discussion, none; voice vote, 5-0; all in favor, motion carried.

Respectfully Submitted by:

Gloria J. Gathers  
Recording Secretary, Town of Montville

Schedule:

Suisman, Shapiro, Wool, Brennan et al

\$30,479.74