

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

**\*AMENDED\***  
**Regular Meeting Minutes**  
**Town of Montville Water and Sewer Commission**  
**Monday, October 6, 2014**  
**Town Council Chambers – Montville Town Hall – 7:00 p.m.**

**1. Water and Sewer Commission**

**a. Call to Order**

WPCA Chairman 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 Gary Murphy, Deborah Schober, Anthony Siragusa, Robert Thorn, and WPCA Chairman/Town Council Liaison Timothy May. Also present was Administrator Brian Lynch, Superintendent Michael Didato, and Mayor Ronald McDaniel.

**d. Alterations to the Agenda**

Motion by Commissioner Thorn to remove Agenda Item 1.O.1, *Discussion on existing sewer rates*; seconded by Commissioner Murphy; discussion, none; voice vote, 5-0, all in favor; motion carried.

**II.d.1** To consider and act on a motion to repost the Maintenance Mechanic position to a step four level.

Motion made by Commissioner Thorn; seconded by Commissioner Schober to repost the Maintenance Mechanic position to a step four level; discussion: Administrator Lynch explained the posting for the step four level position as well as advertising for an entry level maintainer that will save money. Superintendent Didato added that as the plant ages maintenance will escalate; roll call vote—all in favor Commissioners May, Murphy, Schober, Siragusa, and Thorn; 5-0; all in favor; motion carried.

**e. To consider and act on a motion to approve the meeting minutes of September 4, 2014.**

Motion to approve the Regular Meeting Minutes of September 4, 2014, made by Commissioner Thorn; seconded by Commissioner Siragusa; discussion, none; voice vote, 5-0, all in favor; motion carried.

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

Administrator Lynch referred a letter in the electronically submitted packet about user rate adjustments based on a modest surplus and a memo from Sarah Cwikla, project director of GHD regarding the proposed water line extension on Route 163. A schedule of informational meetings to present the proposed water project to the public has been planned.

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

Commissioner May asked three times for remarks. There were none.

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

**i.**     Report from Administration Division

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

1. We mailed out the October water and sewer bills last week. We placed a copy of the new water rates in the July bills so that water customers would understand the new increase reflected in the October bill.
2. I put in our packets are our year-end transfers. This is some accounting house cleaning that needs to be done at the end of each year. The Town's auditors finished reviewing our accounts last week. I'm pleased to say that everything went smoothly.
3. Maureen and I received some training last month from Tyler Technology (the company for our new accounting software). We will be implementing the new utility bill system after the first of the year. They have been gathering information and showing us how the system will be set up to best serve us.
4. We are scheduled to have our reverse auction on our electric rates Monday, the 6<sup>th</sup> of October. We are partnering with the Board of Education to show a larger use of electricity. Showing the companies a larger electrical usage might help to increase the number of companies to bid, which will hopefully reflect in a lower rate for us.
5. Mike and I posted the job opening (per the union contract) for the mechanic's position at the treatment plant last month. It was our hope that one of two current employees who are more than qualified to fill that position would apply. Because the rate structure between the two classifications is different, the rate of pay was going to be less than what they are currently earning. I would like to repost the job opening (in-house) at a step that will be equal to close to what the current employee is receiving. I would then like to advertise for a maintainer to be hired. Because the maintainer is paid considerably less, this will result in an overall savings in payroll.
6. We received the statement from P&H Construction for the repairs and installation of the insertion valve on Powerhouse Road last week. I will not know how much water is unaccounted for until Groton sends us the bill later in the month. I have spoken to the Finance Director about the possibility of our budget running over because of this line break. If we don't make up the shortfall during the year, I will ask the commission to go to the Town Council for an adjustment to the water budget.

Administrator Lynch also reported that he would meet with an attorney at the end of October concerning the ethics violation. He also explained that the 3-year electricity rate is a little higher due to volume and cost of electricity. Responding to Commissioner May, Administrator Lynch said that info is still available for solar-generated power. He also reported that the new water rate bill for the first quarter has been sent out.

**j.**     Report from Operations Division

Superintendent Didato submitted a report for September 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 5.4% for last month.
4. We averaged a record low of 33 lbs. /day of nitrogen in our discharge over the last month.
5. We continue to work on our SBR's. Currently, we have SBR #2 pumped down. Like SBR #1, over 2,000 plastic disks had cracked and needed to be replaced. These 9" disks experienced a time related material failure brought on by a combination of heat, time, and the thousands of flex cycles these plates undergo. This is a very labor intensive project. Additionally, we are replacing broken and worn hardware on the decanter connections.
6. About a year ago, our facility and I was the recipient of the Power of Change award. I received it from the Governor at the State Capital. The award was given to us because we made modifications to our blower system that gave us the ability to turn off 3 blowers that continuously ran 24 hours a day. **UPDATE:** We are on schedule to replicate this last achievement. Simply put, we are shedding off another 3 blowers, "150hp worth of energy", that ran 24 hours a day 365 days of year. In dollars and cents, we will save about another \$10,000 month in electricity when complete.
7. We had a potable water service connection that got pulled out of water main on Powerhouse Road while performing catch basin work. The flow of water was stopped by turning off the corporation valve still in the main. During this time, we came across a problem trying to isolate and shut off the water service to this road. We are currently trying to resolve this problem for future needs. **UPDATE:** A new valve was installed as depicted in the drawing. We now have the ability to isolate Powerhouse Road without effecting other areas in town.
8. As previously informed, a section of the RWC discharge pipe ruptured on Depot Road and was replaced with HD plastic pipe.

Summary:

- November 2011 CorrTech tested soil at two locations just below the impacted pipe: 11 and 33 Depot Road. The soil was not corrosive.
- CorrTech also installed a test pipe just down gradient of the impacted pipe, at location 32:00 on the CLA drawings. The pipe was observed to be in "marginal to good" condition.
- Brian Ingram of CorrTech was on scene this week; he observed exterior corrosion. He also observed what is unacceptable pipe bedding material; boulders as large as 16" in contact with the pipe.
- The as-built drawings show shallow bedrock in this area; they also note that the pipe had to be field relocated – likely due to the bedrock.
- Brian's educated "guess" is that the pipe corrosion was caused by improper installation, possibly defective or damaged coating, cantilevered between bedrock and/or bedded in contact with large rock.
- Mike D. believes temperature plays a significant role in the corrosion.

Path Forward:

- Brian I. will test sample of damaged pipe for metal defects and provide RWC with field report and photographs.
- Brian D. will send RWC a proposal to do cost estimate to reline or replace pipe beneath Route 32.
- Kathy from RWC will ask Mike Didato to look for files and/or inspection reports from the installation of the pipeline in 1994.

I have since contacted the engineers (CLA) that had done field inspections on the pipes back in 1994. As a result, I am in possession of 150 pages from the daily field inspections/notes from the installation. Our objective is to assess what sections of pipe should be replaced next, using the reports and all the previously conducted test pit and soil analysis. More to follow.

Supervisor Didato updated the Commissioners on the electricity savings from three 50hp blowers; another line break a little further from the mill that will be discussed more next month; and the proactive relationship with Rand Whitney.

k. Report from the Mayor

Mayor McDaniel reported on an odor at the plant that was reviewed by the Health Department. He also commented on the “good job done” during the water line break and stated the need for better communication to residents during these occurrences. The Mayor added that there needs to be protocol for service to medical facilities concerning water during emergencies. Superintendent Didato tasked B. Baker with taking “guess work out” of these situations. Commissioner May asked for follow up on the same. Administrator Lynch will evaluate prescribed facilities in the area.

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

m. Report from Engineers

Administrator Lynch commented that he and Superintendent Didato will speak with groups to move the engineering projects along.

n. Old Business

1. To consider and act on a motion to repost the Maintenance Mechanic position to a step four level.

This item was moved up on the agenda.

o. New Business

1. Discussion on existing sewer rates.

This item was removed from the agenda with no action taken.

2. **The Town of Montville Water and Sewer Commission Hereby Resolves:** To transfer funds in the amount of \$280,022.26 (sewer budget) per attached schedule B of the October 6, 2014, Water Pollution Control Meeting.

**SAR NO. 2014-57 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to transfer funds in the amount of \$280,022.26 (sewer budget) per attached schedule B of the October 6, 2014, Water Pollution Control Meeting. Motion made by Commissioner Schober; seconded by Commissioner Thorn; discussion: Administrator Lynch explained that the transfer would pay off the last of the loan to the Town. Roll call vote, all in favor Commissioners May, Murphy, Schober, Siragusa, and Thorn; 5-0. Motioned carried.

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

q. Payment of bills -- None

1. **Water Commission**

a. Report from Sub-Committees -- None

b. Report from Engineers -- None

c. Old Business -- None

d. New Business

- 1 To consider and act on a request to waive the bid process for sole source engineering services to Milone & MacBroom to update Montville's Water Supply Plan.

**SAR 2014-58 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to waive the bid process for Milone & MacBroom as sole source engineering services to write the Water Supply Plan; motion by Commissioner Siragusa; seconded by Commissioner Murphy; discussion, none; Roll call vote, all in favor Commissioners May, Murphy, Schober, Siragusa, and Thorn; vote 5-0. Motion carried.

- 2 **THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to transfer in the amount of \$17,158.68 (water budget) per attached schedule A of the October 6, 2014, Water Pollution Authority meeting.

**SAR 2014-59 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to transfer in the amount of \$17,158.68 (water budget) per attached schedule A of the October 6, 2014, Water Pollution Authority meeting. Motion by Commissioner Murphy; seconded by Commissioner Thorn; discussion: Administrator Lynch stated that the transfer was related to funding the water operator and for salaries for the Sewer Commission. Roll call vote: all in favor Commissioners May, Murphy, Schober, Siragusa, and Thorn, vote 5-0. Motion carried.

3. **THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to consider and act on a motion to amend the water budget in the amount of \$98,282.90 (Ninety Eight Thousand Two Hundred Twenty-Three Dollars and Forty-Eight Cents) into account 66-4050-00-9500 Water Supply and \$59.42 (Fifty-Nine Dollars and Forty-Two Cents) into account 66-4050-00-9770 Engineering and forward on to Town Council.

**SAR 2014-60 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to consider and act on a motion to amend the water budget in the amount of \$98,282.90 (Ninety Eight Thousand Two Hundred Twenty-Three Dollars and Forty-Eight Cents) into account 66-4050-00-9500 Water Supply and \$59.42 (Fifty-Nine Dollars and Forty-Two Cents) into account 66-4050-00-9770 Engineering and forward on to Town Council. Motion by Commissioner Murphy; seconded by Commissioner Thorn; discussion, none; Roll call vote: all in favor Commissioners May, Murphy, Schober, Siragusa, and Thorn, voice 5-0. Motion carried.

e. Payment of Bills – None.

f. Executive Session --None

g. Remarks from the Public

Town Councilor May asked three times for remarks. There were none.

**h.**     Remarks from Commission Members -- None

**i.**     Adjournment

Motion made by Commissioner Murphy, seconded by Commissioner Siragusa to adjourn the meeting at 8:53 p.m.; discussion, none; voice vote, 5-0; all in favor, motion carried.

Respectfully Submitted by:

Gloria J. Gathers  
Recording Secretary, Town of Montville