

Approved: _____

Regular Meeting Minutes
Town of Montville Water and Sewer Commission
Monday, January 5, 2015
Town Council Chambers – Montville Town Hall – 6:00 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 Murphy, Siragusa, Thorn, and WPCA Chairman/Town Council Liaison Timothy May. Also present were Administrator Brian Lynch, Superintendent Michael Didato, and Mayor Ronald McDaniel (6:13 p.m.). Commissioner Schober was absent.

d. Alterations to the Agenda – None

e. To consider an act on a motion to approve the meeting minutes of November 3, 2014

Motion to approve the regular meeting minutes of November 3, 2014, made by Commissioner Siragusa; seconded by Commissioner Thorn; discussion, none; voice vote 4-0 all in favor; motion carried.

f. Communications pertaining specifically to matters which concern the Commission

Administrator Lynch commented on a letter from the Southeastern Connecticut Water Authority (SCWA) regarding its attendance at future public informational meetings regarding the water line extension and recent misinformation in an article in *The Day* on the quality of water currently provided to Montville High School by SCWA—a correction has since been printed by *The Day*.

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

Chairman 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 November/December 2014 that was included in the packet as follows:

1. We held the opening for the engineering services RFQ on Tuesday the 16th of last month. On the agenda, you will note discussion of forming a subcommittee to review the engineering proposals. I would like to request that we invite Chris Clark to participate in the reviewing of the proposals with us. His knowledge of many of the engineering companies would be valuable in assisting us with picking a firm.
2. I have invited Lori Mathieu to a meeting on the 5th of this month. She will bring some of her staff to discuss the proposed water line project. Lori is the section chief of the State of Connecticut Drinking Water Division. We spoke on the phone last month about different ways in which her department might be able to assist us on the water line extension. There is money available in the Clean Water Fund, and I feel we should look at all funding options. I also request that her staff review SCWA's Chesterfield water system and speak to us about it.
3. Mike Didato, Attorney Matt Auger and I met with Jim Chaplick of Woodard & Curran to draft the final language of the contract that will be between the WPCA and Woodard & Curran, for the anaerobic digester. As soon as I get the final draft from Matt, I will send it on to the Commission. As soon as we sign the agreement, Woodard & Curran can officially start the design phase of the project, and we can start drawing on the five million dollars.
4. The mobile park on Golden Road (owned by Frank Donner) hooked into our water system last month. The park has several homes in its development. Every little increase is good for our water system. We also have a couple of more people interested in hooking up to the water system.
5. Maureen Benway and I have been keeping a close eye on the water budget as we go into the second half of the year. Because we had a couple of line issues, the budget is going to be tight as we move into the end of the fiscal year. I may come to the Commission at the end of the year to transfer money. If we do not have any more problems, we should be okay!
6. Mike Didato and I have started interviewing candidates for the maintenance position.
7. We sent out the January sewer and water bills last week. We sent out twenty-seven shut-off notices for water. This an average amount.

In follow up to his report, Administrator Lynch commented that there were nine (9) responses to the RFQ for engineering services. Also, during his meeting today with Ms. Mathieu of the State Drinking Water Division concerning the water line extension, she mentioned available grants. The meeting on January 8th has been postponed in order to review other grant applications in addition to an application to the Department of Public Health (DPH) and other options for the high school. Chairman May commented on the positive feedback from the State at the meeting and Administrator Lynch said that a press release regarding the postponement of the January 8th meeting will go out to *The Day*, *Montville Times*, *Norwich Bulletin*, and displayed on the Town website. Administrator Lynch also commented that he would have drafts of the water and sewer budgets available for discussion at the February meeting.

j. Report from Operations Division

Superintendent Didato submitted an operating report for November/December 2014 that was included in the packet as follows:

1. With the available data to date the Water Pollution Control Authority (WPCF) continues to be in full compliance of its NPDES permit.
2. There were no treatment plant odor complaints last month.
3. Sludge thickness maintained an average 5.5%.
4. We had an average of 62 lbs/day of nitrogen in our discharge during 2014. Our limit with the DEEP is 118 lbs/day. I expect a large check from the DEEP as a result.
5. We continue to work our SBR's. We have been utilizing our vacuum truck to clean SBR #2 of debris that has accumulated throughout the years. It is painfully apparent that the diffuser manifold system will need to be upgraded in the future. UPDATE: We finally met our 2014 goal for diffuser work! Basins 1, 2, and 3 have been completely reworked and basin 4 had been taken down for some quicker repairs.
6. I gave two tours of our facility last month. Due to construction, some areas were omitted for safety reasons. The first group was from the Boy Scouts and the other tour was given to children from the Salem school system. Update: Another tour was given to Montville ELL students. Dr. Thorn was instrumental in organizing this tour for a great group of young adults! Also, in attendance was Ronald McDaniel, Tim May, Brian Lynch, Toney Siragusa, and John Wong. Prior to our tour, I submitted an informational package to Dr.

Thorn for the students to learn a little about our facility before they arrived. A copy of it can be found in your packet.

7. The new Cummings generator is now online. We recently had a fault code appear on the controller. A Cummings technician came out and replaced the fuel filters and resolved the problem. This generator really recirculates a lot of fuel back to the tank. As a result, it effectively filters and strains all the sediment that would otherwise accumulate in the fuel tank. Fortunately, the new sophisticated electronics and sensors warn us of problems in advance of shut down.
8. The new headwork's project is now substantially complete. We were provided with some rudimentary training on the new lakeside screen. However, we are still using a string of temporary lighting inside the building and waiting to get the water booster station operational.
9. Now that the new headwork's building is operational we are dismantling the old headwork's area. We are removing pipes and electrical conduits as well as cutting up the old equipment. The goal is to make good working office space.
10. The staff has worked extremely hard over the past couple of months. The following are some examples. The SBRs required a large amount of work. Working with contractor on the headwork's project required a lot of our effort as well. We pumped down the chorine contact chamber and cleaned it as well as the water supply tanks this month. We had to rebuild one of the waste activated sludge pumps. We also resolved a number of decanter issues on the SBR's. This required us to change out electrical motors as well as change out some VFD drives. We have been doing all of this being down a man. The Maintainer position interviews are scheduled to take place the first week of the new year.
11. As reported previously, I have requested to inform the WCS when an employee goes out n comp or is on light duty. Now is such a time. Please be advised that we have a person working with doctor's restrictions.

In follow up to Superintendent Didato's report, it was reported that interviews have been for the Maintainer position. Dr. Thorn commented that the tour of the treatment facility attended by honor science students received high reviews and praise. Superintendent Didato also stated that the light duty employee will continue as such for 5-8 weeks.

k. Report from the Mayor

Mayor McDaniel commented that the tour of the treatment facility was a great experience and he thanked the staff and Superintendent Didato was fantastic. He also commented on the interviews for the Maintainer position and the contract for the treatment facility that is near completion.

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

Administrator Lynch stated that the engineers' report came in late and he would send it out in Dropbox tomorrow.

- n.** Old Business

- 1. Discussion on Engineering Sub-Committee

Administrator Lynch reported that the RFQ's for an engineering firm for the water line extension need to be reviewed and the firms vetted—Attorney Ochsner and Finance Director Teri Fafard are reviewing it. He hopes to have them reviewed in February and brought forward to the Commission at the March meeting. Chairman May commented he liked the recommendation of having C. Clark assist with the process.

- o.** New Business -- None
- p.** Reports/referrals from Planning & Zoning – None
- q.** Payment of bills – None

II. 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.** Remarks from the Public

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

g. Remarks from Commission members

Commissioner Murphy commented that he was glad to hear that other funding avenues for the water line extension are being sought. He stated it was a smart way to proceed and he welcomed the State's impetus. Chairman May stated he was impressed by the DPH who did a site visit at the high school. Commissioner Siragusa commented that he did not want the cost for engineering services to exceed the \$17,000 allotted. Commissioner Thorn said that two (2) AP students are looking into pursuing education in the field of water treatment.

h. Adjournment

Motion made by Commissioner Murphy seconded by Commissioner Siragusa to adjourn the meeting at 7:37 p.m.; discussion, none; voice vote, 4-0, all in favor; motion carried.

Respectfully submitted by,

Gloria J. Gathers
Recording Secretary, Town of Montville