

Approved: _____

**Special Meeting Minutes
Town of Montville Water and Sewer Commission
Thursday, February 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 Schober, Thorn, and WPCA Chairman/Town Council Liaison Timothy May. Also present were Administrator Brian Lynch and Superintendent Michael Didato. Commissioners Murphy and Siragusa and Mayor McDaniel were absent.

d. Alterations to the Agenda – None

e. To consider an act on a motion to approve the meeting minutes of January 5, 2015

Motion to approve the regular meeting minutes of January 5, 2015, made by Commissioner Schober; seconded by Commissioner Thorn; discussion, none; voice vote 3-0 all in favor; motion carried.

f. Communications pertaining specifically to matters which concern the Commission

Administrator Lynch commented on a Sanitary Survey Report from the State Department of Health. The findings of the survey cited no significant deficiencies, regulatory violations or requirements. The two (2) recommendations and comments addressed in the report must be responded to in written form and corrective actions must be verified in writing. Administrator Lynch gave kudos to Superintendent Didato and his staff for the "glowing report." He also commented on correspondence received from the CT DEEP regarding the interconnection of the Town Water Supply Response Plan.

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 January 2015 that was included in the packet as follows:

1. I have included in this month's packet a draft of the proposed Water Budget for next year. I would like to vote on the budget at our March meeting, so we can send it to the Town Council while they are still reviewing the Town's budget.
2. Chairman May, Mayor McDaniel and I met with some officials of DEEP (the State of Connecticut Drinking Water Section). A number of topics were discussed regarding the proposed waterline. We were advised to look into Clean Water Fund money.
3. I met with representatives from the school about the drilling of a test well. We picked a site on the property and their water operator is going to speak to the State about the proposed location. We were instructed by the DEEP to explore this option for the school. I spoke to the school's superintendent about the cost of drilling the well and the water testing. The school is going to pay for the well and the associated costs.
4. Superintendent Didato and I will be meeting with Attorney Matt Auger and Jim Chaplick of Woodard & Curran about the anaerobic contract. There are a couple of sticking points that need to be ironed out. As soon as we agree on everything, I will send the Commission a copy of the contract. I hope to hold an executive session on the contract at the March meeting.
5. Superintendent Didato, Chris Clark, and I are still working on choosing engineering companies to interview.
6. I signed and sent the contract for the Water Supply Plan to Milone & MacBroom.

Chairman May gave a brief explanation on the course taken since 2013 when the Commission was asked to investigate a water source for the high school and for fire suppression. In follow up to his report, Administrator Lynch spoke about the steps take will be taken to insure a potable public water system. Chairman May and Commissioner Thorn commended Administrator Lynch and Superintendent Didato for their efforts thus far.

j. Report from Operations Division

Superintendent Didato submitted an operating report for January 2015 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 averaged 5.5%.
4. We had an average of 61 lbs/day of nitrogen in our discharge last month. Our 2015 limit with the DEEP is 118 lbs/day.
5. The new headwork's project is now substantially complete. We were provide 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. *Update:* Conducted walk through with engineer to document things that still need to get done.
6. 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. *Update:* We are gradually making progress.
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 2014.
8. We had our Sanitary Survey performed. "Potable water system inspection by the DPH" with **no regulatory violations**. We had a preliminary inspection of our treatment facility from the DEEP with no regulatory violations. We had an OSHA inspection for our facility and pump stations. The report is still pending. Most everything pointed out during the inspection was resolved that day.

In follow up to his report, Superintendent Didato stated that the Town has obligations for CDL drivers so the joined up for free. He also reported that the new hire, who is very "enthusiastic," will begin work on Monday, February 9th.

k. Report from the Mayor

Mayor McDaniel was absent from meeting.

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

m. Report from Engineers

Administrator Lynch stated that the engineers' report was in the meeting packet. He also said that the State is aware that the Town is redoing its water supply plan.

n. Old Business -- None

o. New Business -- None

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 Five Thousand Nine Hundred Eighty-Nine Dollars and Fifty Cents (\$5,989.50) per attached Schedule C.

SAR NO. 2014-62 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION
HEREBY RESOLVES to pay bills in the amount of Five Thousand Nine Hundred Eighty-Nine Dollars and Fifty Cents (\$5,989.50) per attached Schedule C. Motion made by Commissioner Schober; seconded by Commissioner Thorn; discussion, none; Roll Call vote: in favor were Commissioners Schober, Thorn, and Chairman May were in favor; vote 3-0; motion carried.

Administrator Lynch commented that the bills date from November 2014 and that things are settling down.

II. Water Commission

a. Report from Sub-Committees – None

b. Report from Engineers

Administrator Lynch commented that it was brought up at the last meeting that water extension project was nearing the \$17,000 allotted for preliminary work. Chairman May suggested that he reach out to Sarah Cywkla regarding the same.

c. Old Business

1. Discussion on the proposed water line.

This item was discussed earlier in the meeting.

d. New Business

1. Discussion on proposed 2015-2016 Water Budget.

Administrator Lynch commented that there is a minor increase in the budget from last year; no increase in rates; and a 2% increase in contractual items. He added that he worked with the benefits office together with Superintendent Didato in preparation of the budget. Chairman May asked about putting aside funds in the budget to purchase a vehicle within five (5) years. Administrator Lynch said he would into capital replacement but if not the funds will come from savings.

Motion made by Commissioner Schober; seconded by Chairman May; to approve and send to the Town Council the 2015-2016 Water Budget; discussion, none; voice vote, 3-0; all in favor; motion carried.

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 -- None

h. Adjournment

Motion made by Commissioner Schober; seconded by Commissioner Thorn to adjourn the meeting at 6:05 p.m.; discussion, none; voice vote, 3-0, all in favor; motion carried.

Respectfully submitted by,

Gloria J. Gathers
Recording Secretary, Town of Montville

Schedule C:

\$5,989.50