

**Town of Montville Water and Sewer Commission**  
**Regular Meeting Minutes**  
**September 7, 2017 – 6:00 p.m.**  
*Treatment Plant Conference Room – 83 Pink Row*

**1. Water and Sewer Commission**

**a. Call to Order**

Chairman May called the regular meeting of the Water and Sewer Commission to order at 6:02 p.m.

**b. Pledge of Allegiance**

All stood and pledged the flag.

**c. Roll Call**

Present were Commissioners Deborah Schober, Anthony Siragusa, and Chairman/Town Council Liaison Tim May. Also present were Administrator Brian Lynch, Superintendent Michael Didato, and Mayor Ronald McDaniel. Commissioners Gary Murphy and Robert Thorn were absent. A quorum was present.

**d. Alterations to the Agenda**

The agenda was amended to include under Item I.e approval of the Regular Minutes of June 5, 2017.

**e. To consider an act on a motion to approve the Regular Minutes of June 5, 2017 and the Regular Minutes of August 7, 2017.**

Motion by Commissioner Siragusa, seconded by Commissioner Schober to approve Regular Minutes of June 5, 2017, and Regular Minutes of August 7, 2017. Discussion, none. **Voice vote, 3-0; all in favor. Motion carried.**

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

Administrator Lynch referenced correspondence in the packet from the State of CT Department of Health concerning the TTHM Revised Correction Action Plan Compliance Update and correspondence from P & H Construction and Septic Service about sewer connection fees.

**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. Commission Attorney on Matters Referred -- None**

**i. Report from Administration Division**

Administrator Lynch submitted an Administrator's Report for August 2017 that was included in the packet as follows:

1. There was some confusion regarding an overpayment last quarter. A property was sold and then, a few weeks later, a payment was made on the same property. The WPCA's position has always been that the overpayment will be applied to the next month's billing. We have never had a written policy regarding our position. I placed in your packet a policy regarding balances and overpayments. I had Matt Auger (our lawyer) review the wording of the policy, and he has signed off on it. I would like the WPCA to take some action on the policy at our meeting.
2. Under correspondence: Bill Pieniadz has requested that we consider revising the sewer connection fee for developers that provide infrastructure. Currently, we charge \$6,250 to connect to the sewer main. Bill believes a reduction makes sense because of the up-front

costs incurred by developers when they contribute to our existing system. This is also placed on the agenda for discussion.

3. We are still waiting for the Town's accountants to come to the plant. They requested some information from us, and that has been sent to them. Scott Bassett has reviewed all of our accounts and everything is in order.
4. Jerl, the Town's Tax Collector, came and spoke to Maureen and me about how he is currently handling his delinquent accounts. The WPCA has, by tradition, sent delinquent accounts to a State Marshal to serve papers in an attempt to get customers to pay their outstanding debt. The Tax Office began working with a collection agency last year and seems to be having some success. I am going to reach out to the collection agency and send some of our more difficult accounts to them.

Administrator Lynch stated that he discussed the proposed policy for overpayment with Mayor McDaniel. As for delinquent accounts, Administrator Lynch said three delinquent notices are sent out for overdue accounts.

**j. Report from Operations Division**

Superintendent Didato submitted an operating report as of August 2017 that was included in the packet as follows:

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 about 4.8%.
4. We had an average of 38 lbs/day of nitrogen in our discharge last month. We are keeping an average well below the 118 average limit, and look forward to another check from the DEEP this year.
5. Regarding our TTHM, we had the typical high result in August. TTHM's are very temperature dependent. Fortunately, all of the previously collected samples keeps us within DPH limits.
6. As with any normal month, we continue to maintain and repair things on a routine basis. Some things to include are...
  - We flushed the hydrants that feed the area that we have TTHM's concerns.
  - Much of this month has been dedicated to power washing the outside of our main building. We rented an aerial lift and replaced windows and painted exterior surfaces as well.
  - Drained and cleaned many of our tanks while RWC had a planned outage at their paper mill.
  - We rehabilitated a number of manholes within our facility's property line.
  - Working with vendors regarding the replacement of our aging diffusers. We had to take an SBR offline to do an emergency repair. More to follow.

7. Brian and I have had very successful discussions and negotiations with Hartford MDC regarding the continuation of sludge disposal.

Superintendent Didato handed out to the Commissioners a memorandum from Environmental Dynamics International concerning a quote for a fixed aeration and mixing system with FlexAir disc diffusers, if purchased in bulk. He demonstrated the 1990 style diffuser with glued joints currently in use and problematic in winter weather versus the FlexAir diffuser whose pods can be replaced in the field more efficiently. Commissioner May requested feedback regarding current users of and any issues with the FlexAir diffuser that will be presented at the October Commission meeting.

k. Report from the Mayor -- *None*

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

m. Report from Engineers -- *None*

n. New Business

1. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to approve year end budget transfers. For Miscellaneous Expenses: \$2,846.16 from 99-4020-54010 (Maintenance Supplies), \$6,939.96 from 99-4020-54020 (Lab Supplies), \$3,627.38 from 99-4020-54050 (Pump Station Maintenance), \$16,890.25 from 99-4050-54060 (Grinder Pumps & Parts), \$27,413.87 from 99-4000-51030 (Plant Personnel), transfer total \$57,717.62 to 99-4050-57085 (Sludge Removal). For Energy & Transportation: \$7,540.10 from 99-4040-51201 (Insurance BC/BS), \$2,293.30 from 99-4040-51202 (Insurance Life & Ltd), \$9,448.03 from 99-4030-51204 (Insurance Workers' Compensation), \$8,153.56 from 99-4040-51206 (Connecticut Employees Retirement), transfer total \$27,434.99 to 99-4030-53010 (Electricity).

Motion – Discussion – Roll Call

**SAR NO. 2017-06 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to approve year end budget transfers. For Miscellaneous Expenses: \$2,846.16 from 99-4020-54010 (Maintenance Supplies), \$6,939.96 from 99-4020-54020 (Lab Supplies), \$3,627.38 from 99-4020-54050 (Pump Station Maintenance), \$16,890.25 from 99-4050-54060 (Grinder Pumps & Parts), \$27,413.87 from 99-4000-51030 (Plant Personnel), transfer total \$57,717.62 to 99-4050-57085 (Sludge Removal). For Energy & Transportation: \$7,540.10 from 99-4040-51201 (Insurance BC/BS), \$2,293.30 from 99-4040-51202 (Insurance Life & Ltd), \$9,448.03 from 99-4030-51204 (Insurance Workers' Compensation), \$8,153.56 from 99-4040-51206 (Connecticut Employees Retirement), transfer total \$27,434.99 to 99-4030-53010 (Electricity). Motion by Commission Siragusa; seconded by Commissioner Schober. Discussion, none. **Roll Call Vote, all in favor, Commissioners Schober, Siragusa, and May; 3-0. Motion approved.**

2. Discussion for overpayments.

Administrator Lynch explained the occurrence, the sale of a business, which lead to the proposed policy for overpayments. The proposed policy that he vetted with Mayor McDaniel was sent to Commissioners in their packets. The policy addresses confirmed credit balances and overpayments within a 30-day grace period that will be applied to the next quarterly bill.

THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to approve the policy for overpayments. Motion – Discussion – Roll Call

**SAR NO. 2017-07 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to approve the policy for overpayments. Motion by Commissioner

Siragusa; seconded by Commission Schober. Discussion, none. **Roll Call Vote, all in favor, Commissioners Schober, Siragusa, and May; 3-0. Motion approved.**

3. Discussion regarding adjusting the sewer connection fee when developers provide infrastructure to town sewer system.

The Commission discussed the proposed sewer adjustment for developers which Administrator Lynch said was a set rate of \$6,250 for connection of sewer and establishes a permanent connection for sewer, per Commissioner Schober. As proposed by Mayor McDaniel, Administrator Lynch will discuss the same with the developer.

**o.** Old 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

1. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to approve year end budget transfers. Miscellaneous Expenses: \$84,737.08 from 66-4030-5520 (Water Purchased Groton), transfer to \$25,553.08 66-4050-57090 (Engineering Services), transfer to \$58,711.98 66-4040-54070 (Meter Line/Replacement), transfer to \$472.02 66-4051-56010 (Training Seminars). \$13,422.64 from 66-4040-51201 (Insurance BC/BS), transfer \$8,995.93 to 66-4050-57090 (Engineering Service), and \$4,426.71 to 66-4040-57080 (Miscellaneous Expense). Motion – Discussion – Roll Call

**SAR NO. 2017-08 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to approve year end budget transfers. Miscellaneous Expenses: \$84,737.08 from 66-4030-5520 (Water Purchased Groton), transfer to \$25,553.08 66-4050-57090 (Engineering Services), transfer to \$58,711.98 66-4040-54070 (Meter Line/Replacement), transfer to \$472.02 66-4051-56010 (Training Seminars). \$13,422.64 from 66-4040-51201 (Insurance BC/BS), transfer \$8,995.93 to 66-4050-57090 (Engineering Service), and \$4,426.71 to 66-4040-57080 (Miscellaneous Expense). Motion by Commissioner Siragusa; seconded by Commission Schober. Discussion: Commissioner Siragusa stated the budget should be sufficient so line items transfers are eliminated. **Roll Call Vote, all in favor, Commissioners Schober, Siragusa, and May; 3-0. Motion approved.**

**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

Chairman May thanked everyone for attending the meeting.

**h.** Adjournment

Motion made by Chairman Siragusa, seconded by Commissioner Schober to adjourn the meeting at 7:04 p.m. Discussion, none. **Voice Vote, 3-0, all in favor. Motion approved—meeting adjourned.**

Respectfully submitted by,

Gloria J. Gathers  
Recording Secretary, Town of Montville

**AN AUDIO RECORD OF THE MEETING IS AVAILABLE ON THE TOWN WEBSITE.**