

**Town of Montville
Water Pollution Control Authority
Draft Meeting Minutes of March 5, 2009
Town Hall – Town Council Chambers – 7:00 p.m.**

1. Water Pollution Control Authority

a. **Call to Order** – Chairman May called the regular meeting of the Water Pollution Control Authority to order at 7:00 p.m.

b. **Pledge of Allegiance**

c. **Roll Call** – Present were Commissioners Geary, May, Schober, Siragusa and Thorn. Also present were WPCA Administrator Brian Lynch, Mayor Jaskiewicz, WPCA Superintendent Michael Didato and Attorney Ronald Ochsner.

d. **Approval of the Minutes**

1. Motion made by Commissioner Geary, seconded by Commissioner Thorn to approve the Special Meeting minutes of January 20, 2009. Discussion: none. Voice vote: 5-0, all in favor, **motion carried.**

2. Motion made by Commissioner Geary, seconded by Commissioner Schober to approve the February 2, 2009 meeting minutes with corrections. Discussion: Commissioner Geary read his proposed changes to the minutes. Commissioner May indicated because of the extensive changes proposed by Commissioner Geary he requested the approval of the February 2, 2009 meeting minutes be postponed until the April meeting to allow the Commission members time to review the changes. Motion made by Commissioner May, seconded by Commissioner Geary to postpone the approval of the February 2, 2009 meeting minutes until the April meeting. Voice vote: 5-0, all in favor, motion carried. **This item will be added to the April agenda for discussion.**

3. Motion made by Commissioner Geary, seconded by Commissioner Thorn to approve the February 9, 2009 meeting minutes. Discussion: none. Voice vote: 5-0, all in favor, **motion carried.**

e. **Communications** – Administrator Lynch briefly discussed a contract from SCWA and the Facilities Plan project, stating both of the subject's are on the agenda for discussion.

f. **Remarks from the Public Regarding Items on the Agenda** – none.

g. **Report from the Operations Division**

Mr. Didato, WPCA Superintendent welcomed new Commission member Anthony Siragusa to the Water Pollution Control Authority. The monthly operating report for February 2009 is as follows:

With the available data to date the Water Pollution Control Facility (WPCF) was in full compliance of its NPDES permit for February.

There were no treatment plant odor complaints during the month.

Last month sludge thickness averages 6.4%.

We averaged 102 pounds per day of nitrogen in our discharge last month.

The yearly PM was completed on our sludge loading bag garage doors. Overall they are in good condition but one of the lifting springs will need to be replaced at a cost of about one thousand dollars.

The septic truck was utilized to pump out all the vaults on the WPCF property. Keeping these vaults clean and dry not only protects valves and equipment, but also gives us the ability to quickly make operational changes if necessary.

The roofing materials have arrived and are being stored in the front barn until better weather arrives for its installation.

The operator's vehicle, an old police cruiser has had a number of problems leading it to be removed from service. For now we are using Brian's car until we get something else. If Brian needs to go out of town we would get the car right back to him. I have found it to be more cost effective to use a car over a truck for routine station checks and picking up small supplies. I am currently working on getting another cruiser from Public Works. I think it would benefit us to procure a new vehicle at some point that is a fuel efficient vehicle for light transportation.

The weather station has been ordered for the plant. It will be utilized for operational issues such as any odor complaints. It will also be utilized by URS in the facilities study monitoring rainfall for the relationship of infiltration/inflow. All information will be collected on a computer and kept for future reference.

We have continued supplying our time and efforts to URS with the facilities plan. On February 24, 2009 we had a meeting to discuss rules and regulations.

We had to send out the heads for two of our composite samplers. The heads needed repair and are necessary for DEP compliance.

Collection System

We had a problem with a pump at our Chesterfield pump station. The electric bill showed an increase, which was substantiated by longer run times on one of the pumps hour meter. The problem has since been corrected and both pumps are operating equally.

The Avery II pump station would not transfer over to emergency generator power automatically. We needed to get a new display and re-configure run settings to correct the problem.

As described last month, we responded to Montville Public Works regarding a problem they had with their pump station. We used our crane truck to lift the pump out of the wet well to determine that the pump needed to be replaced. Since that time we have installed a new pump for them and installed stainless steel lifting chains on both pumps.

As described last month, the corroded air release devices on the RWC supply line have been repaired with repair bands. If any of these corroded air release devices ruptured we would have a major problem. This work was done during a RWC scheduled shut down. Since then we had to tighten some of the bolts to secure a very small leak on one of them.

Projects and Connections

A single family home has connected to our sewer system on Haughton Cove.

Potable Water

We are now the purveyors of potable water. A meeting was held at the MTUA. In attendance at this meeting were Administrator Lynch, Thomas McNally and Mr. Didato discussing operational concerns with the Mohegan Tribe.

h. Report from the Administration Division

Administrator Lynch indicated the WPCA is progressing at a nice speed inputting data and the transition is going well. The office is ready to start calculating billing and he

does not anticipate any snags in the process. He stated the Finance Department has been very helpful to his office and they are working well together to get this process moving.

His report is as follows:

We continue to adjust to the taking over the water system from Southeastern Connecticut Water Authority (SCWA). I have asked SCWA to help in the meter readings one last time, this way we will know the location of each meter and sampling. He expressed appreciation for the high level of mutual cooperation with SCWA in the recent transition.

I have coordinated with the Finance Office on financial aspects of the water system take over and we will bill the water customers the same way we currently bill our sewer customers. Our accounting will work the same way. I have enclosed a copy of a water bill so that you can see what it looks like.

I drove to the office of Rand Whitney at the beginning of the month to drop off the Rate Study. Our contract with Rand Whitney states that we must present them with a copy of the rate study as soon as the WPCA accepts it. James Cobery, Rand Whitney's lawyer refused to accept the package. He was upset that I showed up without first informing them of my arrival. Our attorneys told me that hand delivering the study would be the best way to deliver it. We eventually sent it by registered mail.

Mr. Didato and I will be sitting down with the Mayor and the Town's labor lawyer, in preparations for negotiations with the WPCA Employees Union. Their contract expires at the end of August.

Mr. Didato, Mr. McNally and I will be sitting with Rich Kruczak of URS to review the draft of the rules and regulation. We hope to bring a final copy of the regulations to our next meeting. Some regulations (ordinances) will have to go to the Town Council.

We are still waiting on the Town's Attorney and Sterns & Wheler to clear up some of the contract language on the booster pump station on Maple Avenue. There are some concerns about the Town's liability on the project.

Commissioner Thorn inquired regarding the billing protocol if residents do not pay their quarterly bill on time. Administrator Lynch explained the process, stating bills are sent out with interest to anyone who does not pay the bill when it is due. A lien is placed on a property with delinquent bills after a few billing periods have passed and the homeowner has been notified of the Town's intent.

i. Report from the Mayor

Mayor Jaskiewicz stated the issue with the pump station on Maple Avenue has been cleared up, the attorneys met and the issue has been resolved. He discussed a meeting with the Speaker of the House of Representatives he attended with Administrator Lynch regarding bond money for the proposed Public Safety building. He stated all bond money has been withdrawn by the Governor at this time but she may decide at a later date to bond large proposals such as this one. He welcomed Commissioner Anthony Siragusa.

Chairman May made a motion to move Water Pollution Control Authority agenda item (p) Executive Session up on the agenda because the attorneys are present. Seconded by Commissioner Geary. Discussion: none. Voice vote: 5-0, all in favor.

p. Executive Session

Motion made by Commissioner Geary, seconded by Commissioner Thorn to enter into Executive Session for the purpose of discussions regarding billing issues and personnel issues to include Commission members, Mayor Jaskiewicz, WPCA Administrator Lynch, WPCA Superintendent Michael Didato, Attorney Oschner and Attorney Eileen Duggan. Voice vote: 5-0, all in favor, motion carried. Executive Session began at 7:21 p.m. and

ended at 8:50 p.m. Chairman May resumed the public meeting and asked Commissioner Geary to report on the Executive Session. Commissioner Geary indicated the first session regarding issues related to the Assistant Superintendent position ended at 8:02 p.m., and Attorney Eileen Duggan left the meeting, a discussion regarding the WPCA clerical position ended at 8:15 p.m., arbitration aspects regarding Rand Whitney ended at 8:30 p.m. at which time Attorney Oschner and Administrator Brian Lynch left Executive Session, and a discussion regarding the administrative position regarding labor issues concluded at 8:50 p.m. No formal votes were taken during Executive Session.

k. **Report from the Engineer**

Richard Kruczek, URS Corporation in Rocky Hill, CT was present to discuss the following status report of the open projects in Montville;

Project 36937841 – Facilities Plan. Mr. Kruczek indicated he met with the Town Planner on February 20, 2009 to obtain their insight into the areas most likely to be developed over the planning period. Flow estimates have been prepared and shared with Maguire Group so that the next level of the WPCF treatment analysis can be conducted. We have also met with the WPCA to incorporate and confirm the build out estimates. The Town Planner is currently working on their modified CD plan and we expect to get a copy of the write up in the next several weeks so that it can be incorporated into the Facilities Plan. We have completed all of the pump station inspections and are working on the analysis.

Project 36937842 – I/I Study Phase I. Work is scheduled to begin the third week of March depending on the weather. Currently twenty meters are required to monitor flows in the collections system. The revised agreement was sent to the WPCA for signature to add the two additional meters. The meter period is initially set at eight weeks.

Project 36937843 – Digital Database & Graphics. The GIS is ninety eight percent complete and will continue to be modified as the database gets created and changes become apparent. In order to provide the detail of information necessary from the graphics, we have broken the map into quads. A final field inspection will be performed in the spring for any areas where as-built information is missing so that confirmation of existence and flow direction can be obtained. An estimate of the database is it is eighty five percent complete.

Project 36937954 – Rate Study. We have completed the draft Material and Construction Standards and new condensed Sewer Use Ordinance. We are waiting for comments from the WPCA on the Construction standards. The rate study has been reviewed, with changes incorporated and has been submitted to the WPCA. URS QA/QC comments have been incorporated.

We have requested information from the Town that is to be made part of the grant application. Once we receive this information, we will put together the final documents for the grant application and signature prior to sending it to DEP. We understand the paperwork rests with the Mayor's office.

A discussion was held regarding the timeline for the completion of the Facility Rate Study. It was determined a draft copy of the WPCA regulations be in the packet for the next meeting for the Commissioners to review. Commissioner Geary suggested a date put on the document so that it does not get confused or mixed up with the prior regulations. Attorney Oschner stated the new regulations must supercede all previous regulations.

Motion made by Chairman May, seconded by Commissioner Geary to allow Chris Clark of the MTUA to address the Commission. Voice vote: 5-0, all in favor, motion carried.

Chris Clark, Operations Manager of the Mohegan Tribal Utility Authority (MTUA) spoke with the Commission regarding questions or issues the Commission may have regarding the Water System Operations Memorandum of Understanding (MOU). He

started by complimenting the staff of the WPCA and Water Authority for their professionalism with the transition so far. Discussions were held regarding unaccounted for water and the best ways to keep that in check and how to best determine where the water is going. Mr. Clark indicated there will always be some unaccounted for water but not at the percentage it is at this time. It was determined it is too early for data records at this time but once everything has gone full circle there should be a better determination. He stated it should take at least six months to collect meaningful data. A discussion was held regarding AWA standards. Commissioner Geary thanked the MTUA for working with the WPCA at present and in the past on the water and sewer projects.

l. **Old Business**

Discussion regarding the notice for the Public Hearing on a sewer rate increase.

Administrator Lynch stated the Notice of Public Hearing for sewer rates was not sent to The Day newspaper for publication. He explained why it is not in the best interest of the Town to implement a rate increase in the last billing quarter, stating advertisement is expensive and the Town would have to do it again in May. It is not cost effective at this time. No action was taken on this issue.

m. **New Business** – none.

n. **To Consider and Act on Referrals from Planning & Zoning** – Chairman May indicated he has not yet been in contact with the Town Planner following his recent appointment as liaison to Planning & Zoning. Administrator Lynch commended the staff in Planning & Zoning for all their help with providing the Town Engineer with data, they have been very helpful.

o. **To Consider and Act on the Payment of Bills**

SAR 2009-018 – The Town of Montville hereby resolves to pay invoices in the amount of \$34,274.02 as depicted in Schedule A attached. Motion made by Commissioner Geary, seconded by Commissioner Schober. Discussion: Administrator Lynch stated the costs of the attorneys are making the bills so much higher this month, but he stated it is an unavoidable expense. Roll call vote: 5-0, voting in favor of adopting the resolution were Commissioners Geary, May, Siragusa, Schober and Thorn. Voting in opposition, none. **Resolution adopted.**

II Water Commission

a. **Report from Special or Sub-committees** – none.

b. **Report from Engineers** – none.

c. **Old Business** – none.

d. **New Business**

a. Discussion regarding the homeowner's responsibility for the water bills.

Administrator Lynch explained at this time there are some accounts where the tenant of a building were being billed by SCWA for water. He anticipates problems with this procedure should there be a need to shut off service to a residence. He thinks the best way to handle the billing will be to send the bills to the homeowner who can then forward the bill to the tenant. Chairman May stated this is the way to go as the contract to pay for water is between the homeowner and the tenant, not between the tenant and the Town. It was the consensus of the Commission members to send all water bills to the homeowner of the property for payment in accordance with prior WPCA policy.

b. Discussion regarding water connections on multi-family homes. A discussion was held regarding multi family homes and how the water is billed. It was determined

most homes have one line going to the residence with a split to the individual units that branches off from the main line. They have one meter to be read. Administrator Lynch showed a water bill sample to the Commission, stating they will be a purple color.

e. **To consider and act on the payment of bills.**

SAR 2009-019. The Water Pollution Control Authority for the Town of Montville hereby resolves to pay invoices in the amount of \$3,847.50 per Schedule A attached. Motion made by Commissioner Geary, seconded by Commissioner Schober. Discussion: none. Roll call vote: 5-0, voting in favor of adopting the resolution were Commissioners Geary, May, Siragusa, Schober and Thorn. Voting in opposition, none. **Resolution adopted.**

f. **Executive Session** – To discuss the Memorandum of Understanding between the Town of Montville WPCA and the MTUA. It was the consensus of the Commission to withdraw this item from the agenda.

III Remarks from the Public – none.

IV Remarks from the Commission Members

Commissioner Geary discussed a meeting he attended with Commissioner Siragusa and the SCWA Advisory Board.

V Adjournment

Motion made by Commissioner Thorn, seconded by Commissioner Schober to adjourn the meeting at 9:50 p.m. Discussion: none. Voice vote: 5-0, all in favor, motion carried. Meeting adjourned.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville