

Town of Montville Water and Sewer Commission
Regular Meeting Minutes
March 4, 2019 – 6:00 p.m.
Town Council Chambers – Montville Town Hall

1. Water and Sewer Commission

a. Call to Order

Chairman Rogers called the regular meeting of the Water and Sewer Commission to order at 6:00 p.m.

b. Pledge of Allegiance

All stood and pledged the flag.

c. Roll Call

Present were Commissioners Brian Quinn, Shawn Jinkerson (6:04 p.m.), Anthony Siragusa, and Chairman/Town Councilor Jeff Rogers. Commissioner Chuck Longton was absent. Also present was Mayor Ronald McDaniel, WPCA Superintendent Derek Albertson, and Accountant Maureen Benway. A quorum was present at 6:04 p.m.

d. Alterations to the Agenda -- *None*

e. To consider and act on a motion to approve the Regular Meeting Minutes of February 4, 2019.

Motion by Commissioner Siragusa; seconded by Commissioner Quinn to approve the Regular Meeting Minutes of February 4, 2019. Discussion: none. Voice vote, 4-0, all in favor. Motion carried.

f. Communications pertaining specifically to matters which concern the Commission *None*

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

Chairman Rogers asked three (3) times for remarks. There were none.

h. Report from Operations/Administration Division

WPCA Chief Plant Operator/Superintendent Albertson submitted an Operations Report for February 2019 with a summarized report to the Commission on the upgraded phone system, a potential water supply contaminant, the Consumer Confidence Report, staffing, a repair of a sludge pump, as follows:

Compliance/Process

Wastewater Treatment

Currently, the plant is in compliance with the State and Federal permits. No formal reporting was required for the sewer plant or collections system due to malfunctions or effluent quality problems. Waste sludge was thickened to approximately 5% solids.

Production shut-down times/dates were confirmed with Rand-Whitney (March 11 through March 6, 2019) which allows for a proactive approach to the potential adverse hydraulic (over and under) loading. Also, the shut-down will allow for testing of recycling water capabilities in the chlorine contact chamber.

Water Supply

The water supply is meeting required standards. The *Consumer Confidence Report* (CCR) which will be prepared and then posted to the WPCA website.

Jon Lilly and Kevin Loiler worked diligently to respond to TTHM concerns raised by the CTDPH. Because of their efforts, the CTDPH has accepted the WPCA's corrective action plan for the Town's water supply, and it is in the process of drafting a letter closing out our consent agreement.

Finances

Payroll: See attached submittal (balance sheets).

Significant Purchases: No significant day to day purchases over \$5,000.

Account Balances: See attached submittal (balance sheets).

A preliminary FY 2020 Wastewater Budget and preliminary Water Budget have been reviewed with the Chairman and Vice Chairman. No significant changes were identified.

Projects associated with the existing (FY 2019) CIP are ongoing as discussed below. A copy of the FY 2020 CIP (executive summary) will be provided to the commission at the near future. Technical memorandums will be attached to the summary detailing each individual project proposed for the coming year.

Staff

No reports of employee injury this month. The one operator on "limited duty" is now on "full duty".

Storm water training, spill reporting, sexual harassment and accident investigation training were completed in February. The storm water/spill response training is part of the compliance with the CTDEEP General Permit for storm water management. Formal training for every operator and mechanic (as well as the administrative staff) were scheduled.

A *Maintainer* position is being advertised to fill a vacated post.

Memberships to industry groups (i.e., WEF, NEWEA, CWPAA) were renewed. The various organizations provided operator/mechanic training seminars and other resources.

Inspections

A health and safety inspection of the WPCF was conducted on February 5. Staff responded to the inspection by arranging for improved housekeeping with the elimination of extension cord use (by direct wiring by an electrician) as well as spill response material storage. Additionally, formal Tier II reporting was provided to the fire department detailing chemical and petroleum storage. The return pump in process tank (SBR-5) was repaired by the staff.

A cursory inspection of septic haulers dumping loads showed some FOG concerns. In response, a flier was sent to the haulers describing acceptable wastewaters received at the WPCF and requesting no FOG loads only.

On February 22, a sewer odor was reported in the vicinity of Williams Oil along Route 32. Inspections of sewer mains near the location did not indicate a backup within the sewer main in that area. A 32-inch manhole (located adjacent to the Sandy Desert Pump Station) collapsed on February 10. The manhole was replaced.

Equipment

The WPCF is undergoing renovations to the phone system to connect with the Town's system. Work began on February 25. The second (rollover) phone line for the plant (860-848-8603) will be eliminated. The rollover will now be directed to the Town number. This upgrade will ensure that the rate payers can reach the WPCA.

A RFP will be forthcoming regarding the conversion of the existing Freightliner truck to replace the existing pumper truck--the addition of a trailer containing an aluminum tank. While no formal quote was received, the initial estimate for work was \$65,000. The existing 1994 pump truck has over one million miles of use. The truck recently passed its annual CTDOT inspection (conducted at Nutmeg International, Franklin, CT) and could be put up for sale.

Projects

Request for Proposal (RFP) for Emergency Services: On February 16, the RFP was re-advertised in three papers, including *The Hartford Courant*, *Norwich Bulletin* and *The Day* newspapers. Bid opening occurring on March 8. Solicitation was requested from local companies, including P & H Septic Service, R H White Construction, B & W Paving & Landscaping and R & B Vaill Sewer.

Evaluation of the Existing Chlorination System/ Effluent Disinfection Upgrade: A February 27 meeting with the contractor (Nate Carlson, Delray Contractors) and the WPCA engineer (Therlin Montgomery/Barry Parfitt, Wright-Pierce) provided an update to the Chlorine Building construction.

Recycle Water System(s) Upgrade: The February 27 meeting with the WPCA engineer confirmed that testing would be conducted during the Rand-Whitney shut-down test proposed pump strategies. It had been proposed to improve recycle water pumping supply with the addition of a smaller (jockey) pump with VFD control. The lower recycle pumping rate and better hydraulic loading control will result in better disinfection with less chlorine usage as well as better control of the recycle water supply.

NPDES Permit Renewal: No permit renewal has been approved; however, a Notice of Sufficiency was received from the CTDEEP indicating that the permit renewal package has been formally accepted and is being reviewed. No significant changes to effluent control have been reported.

CIP Projects

SCADA/Motor Control Upgrades: The upgrades began in February at the Derry Hill and Kitemaug Pump Stations as part of a 5-year effort to replace failing systems (in the pump stations) with new controls capable of remote monitoring capability. The enhanced system allows for easy remote monitoring thus reducing the off-shift man hours associated with pump station inspections. Soft-start equipment will be purchased in-house to save on costs.

Main Pump Replacement: New Influent Pumps will be installed in March and April 2019. The pumps are considered “passable” for less clogging. After passing through the pump the rags will be removed by the subsequent screening unit. Energy and labor hours will be saved with the new pump arrangement.

i. Report from the Mayor

Mayor McDaniel said he had nothing to report.

j. Report from Engineers

Superintendent Albertson reported ongoing projects continue and involve CIP projects. He also reported that the RFP for Emergency Services was put back out to bid and bids are due Friday, March 8 at 10:00 a.m.

k. Old Business

1. RFP Update for Emergency Work.

This Agenda item was discussed by Superintendent Albertson under item I.J.

I. New Business

1. To consider and act on the Sewer budget for fiscal year 2019-2020 in the amount of \$6,364,385.00 (Six Million Three Hundred Sixty Four Thousand Three Hundred Eighty Five Dollars).

Motion – Discussion – Roll Call

SAR-NO. 2019-03 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to approve the Sewer budget for fiscal year 2019-2020 in the amount of \$6,364,385.00 (Six Million Three Hundred Sixty-Four Thousand Three Hundred Eighty-Five Dollars). Motion by Commissioner Siragusa; seconded by Commissioner Quinn. Discussion: Commissioner Siragusa asked if a public hearing was needed to which Mayor McDaniel responded none was needed. Superintendent Albertson said he met with Chairman Rogers on the budget and he also recognized the efforts of Accountant Benway. Commissioner Jinkerson said he noticed the 1.5% in the sewer budget but saw that water had not increased in six (6) years. Chairman Rogers explained increases due to CIP are already accounted for. Superintendent Albertson added there was no budget increase for water as the Town does not treat it and it is supplied by Groton. He said the only water expense was the towers that need painting but instead are usually replaced with concrete tanks. He also noted there will be a sewer increase for 2020. Superintendent Albertson also reiterated the comment made by Chairman Rogers regarding CIP budgeted items which he said would be fully funded projects, not bonded. Commissioner Siragusa requested a list of the funds outside of the budget. Accountant Benway stated savings and CDRs cannot be shown within the budget but said there are 4 million CDRs and she would send that information to the Commission. Mayor McDaniel inquired about the \$50,310 for water tank inspection that Accountant Benway said must be inspected annually. Commissioner Quinn commented Groton water had increased but Commissioner Siragusa said when rates were raised it was taken into consideration then. Roll Call vote: In favor, Commissioners Jinkerson, Quinn, Siragusa, and Chairman Rogers. Opposed, none. Motion carried, 4-0.

2. To consider and act on the Capital Improvement Plan for fiscal year 2019-2020 in the amount of \$1,960,000.00 (One Million Nine Hundred Sixty Thousand Dollars.)

Motion – Discussion – Roll Call

SAR-NO. 2019-04 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to approve the Capital Improvement Plan budget for fiscal year 2019-2020 in the amount of \$1,960,000.00 (One Million Nine Hundred Sixty Thousand Dollars.) Motion by Commissioner Siragusa; seconded by Commissioner Quinn. Discussion: none. Roll Call vote: In favor, Commissioners Jinkerson, Quinn, Siragusa, and Chairman Rogers. Opposed, none. Motion carried, 4-0.

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

II. Water Commission

a. Report from Engineers

Superintendent Albertson reported on a comparison of the water supply source and the water sold in Town which equated to a 9% loss which he said was very low given the industry standard for water loss of 16%.

b. Old Business

1. CCR – 2018

This item was discussed by Superintendent Albertson in his report, Agenda Item I.H.

c. New Business

1. To consider and act on a motion to approve the Water budget for fiscal year 2019-2020 in the amount of \$1,493,200.00 (One Million Four Hundred Ninety-Three Thousand Two Hundred Dollars).

Motion – Discussion – Roll Call

SAR-NO. 2019-05 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to approve the Water budget for fiscal year 2019-2020 in the amount of \$1,493,200.00 (One Million Four Hundred Ninety-Three Thousand Two Hundred Dollars). Motion by Commissioner Siragusa; seconded by Commissioner Quinn. Discussion: none. Roll Call vote: In favor, Commissioners Jinkerson, Quinn, Siragusa, and Chairman Rogers. Opposed, none. Motion carried, 4-0.

d. Remarks from the Public

Chairman Rogers asked three (3) times for remarks. There were none.

e. Remarks from Commission Members

Commissioner Jinkerson thanked the Commission for the opportunity to serve. Chairman Rogers invited him to seek out Superintendent Albertson or Accountant Benway with questions. Commissioner Jinkerson asked about projects and tasking of the Commission. Chairman Rogers stated the Commission is a recommending body and reviews everything. Mayor McDaniel welcomed Commissioner Jinkerson and also said he was pleased with the way things are running with Superintendent Albertson.

f. Adjournment

Motion made by Commissioner Siragusa, seconded by Commissioner Quinn to adjourn the meeting at 6:24 p.m. Discussion, none. Voice Vote, 4-0, all in favor. 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.