

Town of Montville Water and Sewer Commission
Regular Meeting Minutes – February 3, 2020 – 6:00 p.m.
Montville Town Hall – Town Council Chambers

1. Water and Sewer Commission

a. Call to Order

Chairman Longton called the regular meeting of the Water and Sewer Commission to order at 6:00 p.m. and reminded everyone to please silence their cell phones.

b. Pledge of Allegiance

All stood and pledged the flag.

c. Roll Call

Present were Commissioners Shawn Jinkerson, Brian Quinn, Anthony Siragusa, Town Councilor Tim May and Chairman Chuck Longton. Also present was WPCA Chief Operator/Superintendent Derek Albertson, Mayor Ronald McDaniel, and Attorney Bill McCoy. A quorum was present.

d. Alterations to the Agenda -- *None*

e. To consider and act on a motion to approve the Regular Meeting Minutes of January 6, 2020.

Motion by Commissioner Siragusa, seconded by Town Councilor May to approve the Regular Meeting Minutes of January 6, 2020. Discussion: none. Voice vote; 5-0, 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 Longton asked three (3) times for remarks. There were none.

h. Report from Operations

WPCA Chief Plant Operator/Superintendent Albertson submitted an Operations Report for January 2020 as follows:

1.0 Compliance/Process

1.1 Water Pollution Control Facility

The removal efficiencies for both Total Suspended Solids (TSS) and Biochemical Oxygen (BOD) were over 93%; wet (and cold) and foaming conditions made for exceedances for the monthly average for TSS. The TSS concentration was just not considered excessive; however, a complete

examination of all influent/effluent was made with some process changes employed to improve plant performance. A review of Rand-Whitney data indicated a surfactant (soap) in their effluent causing foaming at the plant's process tanks. Rand-Whitney agreed to return to using the former (less foaming) product.

A D'Amato II Pump Station force main breach was discovered on January 6. Formal notification was made to the local and state authorities at the time of discovery. The new pump truck assisted in containing the leak with repair operations completed on January 7 and 8 by the emergency contractor.

Effective waste sludge thickening (5% solids) resulted in (overall) fewer truck hauls for the fiscal year. Approximately 91 lbs. /day of Total Nitrogen were discharged in the treated effluent- below the CTDEEP WPCF general permit limit (118 lbs. /day).

The *Invitation for Bid* for the expiring sludge hauling contract was written and advertised in *The Day* beginning January 4 with bid openings on January 29. The existing 3-year contract (with D W Transport & Leasing) will expire in March 2020.

1.2 Water Supply

The water supply met required standards.

2.0 Staff

2.1 Staff

No reports of employee injury/accidents this month. No union grievances were received. Negotiations for the two AFSCME unions will soon begin. Staff now have the option of conduction online training (IDEXX lab equipment training/WEF water/wastewater training (for their annual requirement for teaching credit hours (TCHs) necessary to maintain their (CTDPH/CTDEEP) water/wastewater certifications.

3.0 Equipment

Please see the January 2020 engineering summary table for information about WPCA projects.

Approximately 2,000 linear feet of cleaning and CCTV inspection have been completed within the sewer collection system.

4.0 Projects

Please see the January 2020 engineering summary table for information about WPCA projects.

The fuel cell construction project began on January 21 with delivery of the unit to be on February 28.

The formal response to the CTDEEP CMOM inspection report was completed by the WPCA Engineer (Wright-Pierce) on January 14.

As indicated, Jeff Saltus of CONN-OSHA visited the plant in November for an informal safety inspection (specific to improving the *Town of Montville WPCA Permit-Required Confined Space Program*). A formal response will be submitted to OSHA prior to the due date of February 18. A complete review of all working spaces will be completed to identify all “confined spaces.” Additional documentation and training will be conducted to enhance safety protocols.

A solar energy installer was met onsite to discuss the potential use of the renewable resource.

6.0 Development

Construction work has continued at the former Faria property for the proposed residential development (72-unit apartment complex). Information about water and sewer connection has been provided.

A data center has been proposed for a property adjacent and north of *St. Bernard's High School*. A *Lindo Construction, LLC* residential development plan/report for a 90 Maple Avenue (approximately 20-acre parcel) was received. The WPCA Engineer (Wright-Pierce) met with the developer to confirm appropriate connection configurations. A request has been made to break up the connection fees per the development schedule.

7.0 Finances

7.1 Town Accountant Review

Please see the January 2020 budget sheets for financial information about the WPCA.

Chief Operator/Superintendent Albertson summarized Water Pollution Control Facility (1.1) and the Projects (4.0) of the January report. He added that the engineer report was included in the meeting packet sent to the Commission. Town Councilor May asked why the total suspended solids was so high. WPCA Chief Plant Operator/Superintendent Albertson explained the solids exceeded the monthly average of 30 ml that occurs in cold months and said plants struggle with nutrient deficiency in SBR tanks and said turbidity counts are down. Mayor McDaniel commented there had not been any cold weather. Chief Operator/Superintendent Albertson clarified he was referring to the cold rain of late.

i. Administration Division

WPCA Chief Plant Operator/Superintendent Albertson reported he worked with the Subcommittee responding to the Forensic Audit. He also commented on the sludge bid announcement stating he worked with Finance regarding the bid opening. Commissioner Siragusa asked how many bids were received; Chief Operator/Superintendent Albertson replied there were three (3) bids.

j. Report from Mayor

Mayor McDaniel reported on an odor complaint in the area of Tyl Middle School on Chesterfield Road that was determined to be a dead skunk.

k. Report from Engineers

Chief Operator/Superintendent Albertson reported on the status of the engineering project regarding the easement and clearing of Fellows Road and Old Colchester Road. He spoke of the dimensions for the wood clearing, the width for utility access, the unpaved road, and growth and wetlands. Chief Operator/Superintendent Albertson said easements had to be devised for disclosure of the sewer main and said work would begin once the preliminary design is approved. Commissioner Siragusa asked whether the engineer would design the road over the pipe. Chief Operator/Superintendent Albertson said first a chainsaw would be needed to cut the existing pipe set 30 years ago at a cost of \$750,000 which Mayor McDaniel commented was much lower than anticipated. Chairman Longton asked about weight limit that is unknown at this time and if there would be a danger to the pipe with the temporary bridging in place until repair is completed as explained by Mayor McDaniel. Chief Operator/Superintendent Albertson responded there would be no danger and concluded that the summary of all engineering projects was in Dropbox and said the shaded items on the summary indicate the projects that had been completed.

l. Old Business

1. Update on Audit Subcommittee

Commissioner Jinkerson reported the work concerning the audit began with Commissioner Siragusa last October who reviewed the Audit report and created action items regarding the findings. He said he and Commissioner Quinn worked with Commissioner Siragusa, and PKF O'Connor Davies to review the audit, word-for-word, with assistance from Chief Operator/Superintendent Albertson. Commissioner Jinkerson said the Subcommittee determined some findings did not come under the authority of the WPCA or were operational and stated the Commission had no authority over Chief Operator/Superintendent Albertson. He then read a personal statement into the record that included his impression of the Commission since joining it in the spring of 2019, the notoriety of the Commission over the past 17 years that has been publicized and his rationale for the continuation of “bad press”, and the lack of fiscal autonomy of Town commissions. His statement concluded the Subcommittee’s recommendations would not repair the past and present issues of the Commission—abuse of power, personal and/or political gain—until it enacted policy that benefits no one other than the Montville ratepayer. Commissioner Jinkerson said Commission authority should extend to the approval of nonoperational expenses with the exception to those cited within the union contract as stated by Commissioner Quinn.

Chief Operator/Superintendent Albertson then read into the record a memorandum from him to the WPCA concerning the Subcommittee’s recommendations of the audit conducted on May 31, 2019, by PKF O’Conner Davies. His memorandum cites the amendment of the WPCF Accountant duties, an essential team member; significant deficiencies noted by Town Auditors requiring a corrective action plan but were ultimately deemed adequate to mitigate concern; operational

practices that are considered to be the purview of the Mayor and WPCA Chief Operator/Superintendent; financial procedures that include controls for segregation of duties that were in place at the time of the audit. Chief Operator/Superintendent Albertson also explained his request for policy examples from 105 WPCA superintendents and the feedback (20 emails) regarding it adding that policy was obtained from the Town, Town Auditor, and the Forensic Auditor as well as review of 2008 WPCA purchasing and policy procedures.

Commissioner Quinn stated he now understand the need to review the audit line by line. He described as unethical nonoperational expenses that exceed a specific dollar amount that would require approval by the Commission and said policy should be put in place to address it. Commissioner Quinn stated unequivocally that Mayor McDaniel and Chief Operator/Superintendent Albertson are “the guys in charge.”

The Commission held discussion of terms such as nonoperational expenses that was described as any charge unrelated to the WPCA plant. Town Councilor May stated the suggestion was well thought out and proposed that policy include definitions. Mayor McDaniel spoke of the history of the WPCA concerns that date back ten (10) years which he said he could supply to the Commission for their review. He also stated that checks do not go out unless he has approved them. Mayor McDaniel added the WPCA has enterprise funds which is different from other commissions. Town Councilor May spoke of the separation of Board of Education and Town funds in compliance with state statutes and said grants must be separated for that same reason. Mayor McDaniel added it was hard to distinguish between different entities due to statutes and charters. Commissioner Jinkerson asked the Commission to review the Subcommittee report. Time spent by Chairman Longton and Commissioner Siragusa with Chief Operator/Superintendent Albertson was discussed and the reasons for the same. And, Chief Operator/Superintendent Albertson spoke about his time spent with Accountant Benway and the Town Auditor reviewing segregation of duty control and spoke of the ongoing relationship amongst them. In response to Commissioner Siragusa, Chief Operator/Superintendent Albertson explained the practices implemented prior to the audit—reconciliation of accounts with receipts that are given to the Town; separation of duties; and excess funds in investment accounts. Mayor McDaniel added problems were solved with taking away the credit card. The Commission agreed it would revisit this agenda item at next month’s meeting.

2. Update on Financial Procedure Survey.

Chief Operator/Superintendent Albertson spoke of the 105 blanket emails sent WPCA superintendents to obtain policy for operational and nonoperational expenses from which he obtained 20 responses. He again said he obtained examples from the Town Auditor and reviewed the 2008 WPCA purchasing policy and procedures.

m. New Business

1. Maple Avenue Residential Development

Chief Operator/Superintendent Albertson reported on the proposed 87-unit Maple Avenue multi-building, residential development. He said the development would be built in phases and developer and counsel have suggested application of the water/sewer connection fee be paid upon completion of each building rather than amortizing the cost at the end of the project. Attorney McCoy spoke on behalf of the developer who has asked that the charge for water/sewer connection of each building is paid as it comes on line and referenced Birchwood Commons as an example. He also stated there was no dispute as to the actual fees and said the project engineer and the WPCA engineer have agreed on the water rates and use. Commissioner May asked how the Commission would know the building came on line. Chief Operator/Superintendent Albertson said per review of a 1997 policy amortization of fees was for a seven (7) year period with \$50,000 paid up front for an 8-inch pipe. Town Councilor May stated the rules should be reviewed and any deviation. He added that any change in policy should be questioned as to the best interest for the Commission. Mayor McDaniel stated each individual unit will have a sub-meter and while each building will have its own connection. Chief Operator/Superintendent Albertson said his goal is to make as much money as possible and that he is working for the benefit of the rate payer. Attorney McCoy stated the piping would be owned and maintained by the project owner and said most connections are single-family residences, as they come on line. Town Councilor May said consideration must be given as to how the fee is derived stating the system was built under public and State funds and is why the plant has value and said the standard fee is based on funds received in the past. Attorney McCoy said having the developer pay \$250,000 upfront may stall the project and asked how that would affect rate payers. Commissioner Siragusa added that per the plans pump stations will not be needed for sewer. Chief Operator/Superintendent Albertson agreed to send information to the Commission regarding the fee policy.

2. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to award the sludge hauling contract to D. W. Transport and Leasing Inc. for the period of March 1, 2020 to February 28, 2023.

Motion – Discussion – Roll Call

SAR-NO. 2020-11 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to award the sludge hauling contract to D. W. Transport and Leasing Inc. for the period of March 1, 2020 to February 28, 2023. Motion by Commissioner Siragusa; seconded by Commissioner Quinn. Discussion: Chief Operator/Superintendent Albertson said three (3) bids were received and said D.W. Transport, the current vendor, provides excellent service and has safe, courteous and respectful drivers. He also said he was happy the bid was awarded to a local vendor and said the contract was reviewed by him, the Accountant, and the Finance Director. Town Councilor May asked if the cost was increased and Chief Operator/Superintendent Albertson said it had by \$1.00 and total cost of \$845,000, matching the

low bid by 50% although D.W. was not the low bidder. He added the contact was sent to the new Town Attorney for review to be ready by March. Roll Call vote: *In favor* Commissioners Jinkerson, Longton, May, Quinn, and Siragusa. *Opposed* none. Motion carried, 5-0.

3. **THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to approve the job description for the Collection System Operator 1.
Motion – Discussion – Roll Call

SAR-NO. 2020-12 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to approve the job description for the Collection System Operator 1. Motion by Commissioner Siragusa; seconded by Commissioner Quinn. Discussion: Commissioner Siragusa asked if each of the job description were the same. Mayor McDaniel said staff would have distinction as an operator #1, #2, or #3. Town Councilor May asked about assigning the positions. Commissioner Quinn said the Commission would only approve the job descriptions. Mayor McDaniel added the job descriptions had been reviewed by the Town Attorney, Town Council, and TARP. Roll Call vote: *In favor* Commissioners Jinkerson, Longton, May, Quinn, and Siragusa. *Opposed* none. Motion carried, 5-0.

4. **THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to approve the job description for the Collection System Operator 1I.
Motion – Discussion – Roll Call

SAR-NO. 2020-13 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to approve the job description for the Collection System Operator 1I. Motion by Town Councilor May; seconded by Commissioner Siragusa. Discussion: Chief Operator/Superintendent Albertson said the position is open and had not been filled pending approval of the job description. Roll Call vote: *In favor* Commissioners Jinkerson, Longton, May, Quinn, and Siragusa. *Opposed* none. Motion carried, 5-0.

5. **THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to approve the job description for the Collection System Operator 1II.
Motion – Discussion – Roll Call

SAR-NO. 2020-14 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to approve the job description for the Collection System Operator 1II. Motion by Town Councilor May; seconded by Commissioner Quinn. Discussion: none. Roll Call vote: *In favor* Commissioners Jinkerson, Longton, May, Quinn, and Siragusa. *Opposed* none. Motion carried, 5-0.

n. Reports/referrals from Planning & Zoning

Commissioner Siragusa reported Maple Street is the only project and had already been discussed.

o. Payment of Bills

1. **THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to approve the final billing for the WPCA Forensic Audit PKF O’Conner Davies November 2019 Invoice #457472 in the amount of Four Thousand Two Hundred Fifty Dollars and No cents (\$4,250.00) as related to the 2019.
Motion – Discussion – Roll Call

SAR-NO. 2020-15 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to approve the PKF O’Conner Davies November 2019 invoice for Four Thousand Two Hundred Fifty Dollars and No Cents (\$4,250.00) as related to the 2019 WPCA Forensic Audit. Motion by Commissioner Siragusa; seconded by Commissioner Quinn. Discussion: Chief Operator/Superintendent Albertson explained that the remaining balance was in excess of the original proposed expense and is the final bill, per the auditor. The Commission discussed whether this claim was under the original scope of the project and the timeliness of it. Mayor McDaniel said the cost of the audit without itemization was a concern to the Commission but said this claim was the final bill and the Commission had approved the other bills. Roll Call vote: *In favor* Commissioners Jinkerson, Longton, May, Quinn, and Siragusa. *Opposed* none. Motion carried, 5-0.

II. Water Commission

a. Report from Engineers -- None

b. Old Business -- None

c. New Business

1. Code Red System

Commissioner Siragusa explained that SCWA has a contact system called Everbridge that sends notification when a water issue occurs. He said he had spoken with the Fire Marshal who said you must sign up for it and he would provide more information about it. Mayor McDaniel said a customer must opt-in said we would need to determine if it can be managed for WPCA purposes.

2. Montville Manor repairs, \$150,000 – Tony Siragusa

Commissioner Siragusa reported that for SCWA to repair the water lines at the Manor it must pay for it at a cost of \$150,000. He said that water issues from the road shutoff to a

home is the responsibility of the homeowner. Mayor McDaniel said the road would not be paved until the water lines are repaired.

3. Phoenix Labs has double prices – Tony Siragusa

Commissioner Siragusa spoke about the new requirements for water sampling. He said no other labs in the area do what Phoenix Labs can do and said the increased cost of water samplings could affect the budget. Commissioner Quinn asked why Town water must be retested when the Town of Groton has its own lab. Chief Operator/Superintendent Albertson said the lab must be State certified and be able to process samples quickly which smaller labs are unable to do.

4. Appoint a person for SCWA – Tony Siragusa

Chairman Longton said he would think about sitting on the SCWA board.

d. Remarks from the Public

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

e. Remarks from Commission Members -- None

f. Adjournment

Motion made by Commissioner Quinn, seconded by Commissioner Jinkerson to adjourn the meeting at 7:42 p.m. Discussion, none. Voice vote; 5-0, all in favor. Meeting adjourned.

Respectfully submitted by,

Gloria J. Gathers
Recording Secretary, Town of Montville

AN AUDIO RECORDING IS AVAILABLE ON THE TOWN WEBSITE.