

**TOWN OF MONTVILLE**  
**Water & Sewer Commission**  
**Regular Meeting Agenda – November 2, 2020-- 6:00 PM**  
**Town Council Chambers – 310 Norwich-New London Turnpike**

**VIRTUAL MEETING MINUTES**

The Town of Montville will be utilizing a virtual GoToMeeting service for this meeting.

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On March 14, 2020, Governor Ned Lamont issued an Executive Order 7B suspending in-person open meeting requirements, and to hold such meetings or proceedings remotely by conference call, videoconference, or other technology.

Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf>

For all publicly broadcasted meetings, public comment on agenda items or topics in accordance with the Town charter may be submitted in writing in advance or by live audio via GoToMeeting.

Written comments must be emailed to the Town Clerk's Office at [townclerk@montville-ct.org](mailto:townclerk@montville-ct.org) at least **1 working day in advance** (if the meeting is on a Monday the questions must be submitted by close of business the previous Friday).

Written comments may not be read in their entirety, but rather similar messages may be aggregated or paraphrased for submission to the Water & Sewer Commission.

Live audio comments may be made via GoToMeeting by calling from your telephone.

Comments will only be accepted at times designated for public comment by the Chair of the meeting. The Water & Sewer Commission Rules of Procedure, decorum, timeliness, and suitability shall be followed and enforced in the same manner as if the meeting were held in person.

*This meeting was informational as a quorum was not present.*

**1. Water and Sewer Commission**

**a. Call to Order**

Chairman Longton began the regular meeting of the Water and Sewer Commission at 6:05 p.m.

**b. Pledge of Allegiance**

All stood and pledged the flag.

**c. Roll Call**

Present were Commissioners, Anthony Siragusa and Chairman Chuck Longton. Also present was WPCA Chief Operator/Superintendent Derek Albertson and Accountant Clerk Katherine Turker. Absent were Commissioners Shawn Jinkerson, Brian Quinn, Town Councilor Tim May, and Mayor Ronald McDaniel. A quorum was not present.

**d. Alterations to the Agenda – *No action***

**e. To consider and act on a motion to approve the Regular Meeting Minutes of October 5, 2020. – *No action***

**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 stated there were no members or public present or virtually.**

**h. Report from Operations/Administration Division**

Superintendent Albertson submitted an Operations Report for October 2020 as follows:

**1.0 Compliance/Process**

**1.1 Water Pollution Control Facility**

Effluent from the Water Pollution Control Facility (WPCF) met state and federal action levels with 99% removal efficiencies for both BOD and TSS. A 12% increase in septic receiving was noted whereas a 12% drop in total influent flow was observed compared to last year. Per federal permit requirements, seasonal (effluent) disinfection is scheduled to end on October 31.

Approximately 35 lbs/day of Total Nitrogen (TN) were discharged in the treated effluent--70% below the CTDEEP WPCF general permit limit (118 lbs/day). It is interesting to note that the

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existing process control measures would make the effluent meet stringent phosphorous limits, if required.

Effective waste sludge thickening (> 5% solids) was observed and will result in lower trucking (hauling for disposal) costs for this fiscal year. In October, a formal request was made to extend the existing MDC (Hartford incinerator) disposal agreement. September sludge analytical data was considered erroneous with regards to the mercury concentration (laboratory analytical reporting indicated an elevated level whereas normally it is not determined to be above the detection limit). Additional confirmatory sample results (along with statistical analysis) were sent for analysis to provide to the disposal site, CTDEEP and USEPA to support that the data was erroneous.

### 1.2 Water Supply

The water supply (WS) met required standards for the 449 residential accounts and 21 commercial accounts. Approximately 20% less water has been purchased this September than the year before likely due to the pandemic. Some water accounting summary tables are provided.

Just after 1 a.m. on October 9, firefighters were called to *Connecticut Scrap* (33 Pequot Road) to put out a “light iron” fire. Montville’s four volunteer fire companies, along with Montville career staff firefighters, and mutual aid firefighters from area partner departments were called to the scene; 15 units were called in total. On-call staff (and the Water Operators) responded immediately and took action to monitor conditions and ensure water was flowing and coordinating with response personnel. The Water Supply (WS) system was proven to be robust and adequate for fire control for a large blaze albeit some water-hammer lead to a broken meter (12 Crandall Hill Road) and a hot water valve (6 Crandall Hill Road). A remedy is being considered--pressure relief device for that area. The Fire Marshal will serve as a facilitator for the post-incident review (i.e., equipment, supply configuration) and general assignments. The Superintendent and Water Operators will provide layout of the Town’s water supply as well as hydraulic modeling for effective discussion. Suggestions will be made about whether hydrant (flow identifying) ribbons should be employed, amongst other ideas.

Norwich Public Utilities (NPU) experienced a water line break which lead to our interconnection (valve) being opened (to supply water to Norwich) on October 19 around 3 p.m. until the morning of October 20. The supply shared was consistent with *The Intra-Regional Water Supply Response Plan* (Milone & MaBroom, 2012) and *The Water Supply Plan including the Water Conservation Plan and the Emergency Contingency Plan-Montville, CT* (Milone & MacBroom, 2015). NPU’s interconnect billable usage was based on the water volume of approximately 1.13 mg.

Backflow preventer inspections took place the week of October 26, including Corrigan-Radgowski Correctional Center.

### 1.3 Health Crisis

Experts are reporting a second peak of COVID-19. Owing to the high degree of infectivity (through the primary transmission route- respiratory tract) the virus continues to spread. Nearly a dozen of

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Connecticut's cities and towns were listed on October 15 as “high alert” communities for COVID-19 infections. October 23 was a record setting day for new positive cases within U.S. On a positive note, the annual flu rate is down over 90%. New data shows 70% of Connecticut residents now live in communities experiencing spikes in coronavirus infections-this led Gov. Ned Lamont on October 29 to give more municipal leaders the option of reverting back to the state's second phase of reopening, under which there are more restrictions. Data were released for the locations other than New Haven where they have been analyzing the amount of Covid-19 in sewage. Norwich numbers started to pick up in mid-September, the other cities slightly later (<https://covidtrackerct.com/wastewater-report>).

#### 1.4 Weather

According to Connecticut's *Interagency Drought Workgroup*, New London County is experiencing severe drought conditions (D2) which could impact water supplies, agriculture, or natural ecosystems. Recent rainfall made some improvement on the condition; however, the county will likely remain in a rainfall deficit and most of the state will likely remain in the D0 to D2 range in the proposed November 2<sup>nd</sup> *U.S. Drought Monitor Report*. An updated drought announcement was made to the WPCA website with (typical) conservation measures cited. GU reported below normal capacity, but adequate (water) storage with no mandatory drought controls dictated. Although we have seen some improvement, the likelihood that we could break the drought in the next 30 days remains fairly low at this time. All eight counties in Connecticut have received disaster designations from the U.S. Department of Agriculture (USDA) as a result of ongoing drought conditions in the state which may lead to economic assistance from the Farm Service Agency (FSA), provided eligibility requirements are met.

The Superintendent is the designated *Municipal Drought Liaison*-previously *Designated Municipal Water Coordinator*. The concept of a MDL is a new addition to the 2018 *Connecticut Drought Preparedness and Response Plan*. As envisioned in the plan, a MDL acts as the municipality's primary point of contact with the drought workgroup, the entity responsible for actively monitoring drought conditions and recommending declarations and mitigation actions to the Governor and agency commissioners. The Superintendent will confirm the appropriate communication to the Town, including the fire department regarding current and projected conditions. *The Water Supply Plan including the Water Conservation Plan and the Emergency Contingency Plan-Montville, CT* (Milone & MacBroom, 2015) has specific responses to ensure adequate water supply.

Reportedly, the Rand-Whitney paperboard facility continues to draw their process water exclusively from the WPCF due to surface water draw restrictions.

## **2.0 Staff**

### 2.1 Personnel

A temporary employee (temp) began work on October 19 as *Clerk*. No reports of employee injury/accidents this month. No significant absenteeism was observed; however, the *Clerk* is still out on sick leave.

None of the current Montville WPCF team has indicated symptoms of COVID-19 or tested positive for the associated virus. Employees are strongly encouraged to get their flu shot. Our top priority since the beginning of this pandemic has been to protect the health and well-being of our team members, customers, and community. Out of an abundance of caution due to the increased COVID cases in the community, the Superintendent will continue to be vigilant to address state and federal guidelines to control the spread of the illness within the work place. Cleaning and fogging activities (along with face mask wearing/hygiene) have been a daily practice. Per the CDC, appropriately worn masks reduce the spread of COVID-19 — particularly given the evidence of pre-symptomatic and asymptomatic transmission. Ample signage reminds staff/visitors to conduct social distancing/handwashing.

Once the COVID-19 controls have been lifted at the CTDOT, CDL (practical) testing can be conducted. One plant operator has shown interest in becoming a *Collections Operator*.

An inventory of weather gear was made in lieu of the seasonal temperatures/wet conditions with appropriate clothing purchases made.

More Connecticut workers died on the job in 2018 than in any year since 2010, according to a new report by the AFL-CIO labor federation. The 48 Connecticut workers who lost their lives were among the 5,250 workers killed nationwide while on the job in 2018, the most recent year for which data was available. There also were 37,200 Connecticut workers who suffered injuries and/or illnesses related to their jobs in 2018. While below the national average, it is a reminder of the need to pay attention to safety practice and training.

A consideration for all treatment plants is the loss of workers due to retirement. In Connecticut, the majority of senior operators will retire in the next five to seven years. The October 2020 WEF *America's Water Sector Workforce Initiative* (Initiative) outlines actions that the public and private sector are committing to that will help recruit and retain the next generation of the water workforce through workforce planning, technology training, and collaboration across the federal government and the water sector. These actions will support workforce resiliency for water utilities and thereby help ensure that Americans can continue relying on safe drinking water and vital wastewater services that protect public health and the environment.

## 2.2 Response to Crisis

The October rise in new cases has prompted state and local officials to reverse course (associated with Phase 3 re-opening), tightening restrictions on businesses, schools, and outdoor spaces. It was announced that due to a rise in positive COVID-19 cases throughout the town, Montville schools will be closed for two weeks. A two-step COVID-19 Contingency Plan was prepared by the Superintendent in March; it has been posted on the Town and WPCA websites. Additional WPCA control measures were made based on a review of WPCF's *Facilities Plan* (URS, 2011) and *Emergency Action Plan* (GreenCorp, 2019) as well as the Water Supply Plan including the Water Conservation Plan and the Emergency Contingency Plan (Milone & MacBroom, 2015).

COVID-19 is shed from the body via the respiratory tract and through feces. A concern was raised about the potential spread via aerosolized feces as was the case in the 2003 SARS pandemic. OSHA reports that current (wastewater) disinfection techniques have been proven adequate to prevent transmission- extra measures are not needed and operator occupational risk of infection is low. The August 2020 WEF *Protecting Wastewater Professionals from COVID-19 and Other Biological Hazards* provided an assessment did not indicate new biohazard controls for worker protection. Using proper PPE and standard hygiene practices protects workers from virus exposure; the Superintendent has also provided additional training regarding social distancing and conducts non-intrusive health monitoring (body temperature via a laser thermometer). Fogging and extra cleaning are completed several times per week. The EPA reports that the COVID-19 virus has not been detected in U.S. water supplies.

CtWARN is a Water/Wastewater Agency Response Network (WARN) in which the WPCA participates. It allows water and wastewater systems in Connecticut to receive rapid mutual aid and assistance during the pandemic. CtWARN provided 150 free (washable) masks on October 9. Some CtWARN facilities are participating in COVID-19 influent testing (epidemiology) as an indicator of the prevalence of the virus in their community.

The Superintendent completed a public health questionnaire for the *National Science Foundation's Critical Resilient Interdependent Infrastructure Systems and Processes 2.0 FY18 (CRISP 2.0) Program*. Specifically, the NSF's *Water and Health Infrastructure, Resilience, and Learning (WHIRL)* program goals are to help identify threats to safe water quality and what happens when people's access to clean water is disrupted.

### 2.3 Training

The Superintendent and staff continued to receive online training from EPA, CTDEEP, WEF, AWWA, NEWEA, HACH, and IDEXX.

The Superintendent attended a *Drought Resilience & Water Conservation* (remote) seminar on October 15 presented by the CTDPH. The presentation suggested above normal temperatures and lower rainfall for the next couple months likely increasing the severity of the drought.

The Maintainer will begin preparation training for the CT DOT CDL (Class B, Tanker Endorsement) on November 4.

## **3.0 Equipment**

### 3.1 WPCF

As indicated, a review of the security control of workstations and software (including SCADA) was completed for current and future conditions. Staff testing for phishing operations was completed and discussed. Public entities continue to feel the demonstrable effects of cybercrime in profound ways. Over recent years, municipalities have become a target for cyber-attacks, paying an average of over \$125,000 in payments per event. Furthermore, human error accounted for 90% of cyber data breaches. The staff was instructed on methods for avoiding problems while online.

The WPCF hardware has been mapped, including dedicated UPSs, domain controllers and servers and other support equipment that manage the network's day to day operation. All junction boxes for phone/internet were assessed and improved, if required. All extra hardware and wiring were removed. All existing materials labelled for easy and prompt identification. An inventory of all the UPS equipment (including batteries) was made. The loss of redundant equipment has led to improved workstation performance. Woodard & Curran (Town Engineer) personnel were met on October 26 about hardware consolidation in a cabinet in the Administrator's Office (now slated for the control room) and the replacement/improvement of the existing SCADA firewall. All communication equipment hubs will be established in the locked control room.

A review of online payment procedures was tested and found to be working properly. Additionally, the new IP phone communication (installed in Spring 2019) was tested to determine the cause of an intermittent failure. A tracing of all components (their IP addresses) and routers and hubs was completed. The Linksys DHCP Router (controller router) was replaced due to it showing some functionality issues and likely the cause of the IP phone communication problem. The staff will continue to monitor all communication venues for function.

The USGS agreement to fund water flow metering gage within the Oxoboxo Brook (below Rockland Pond) was extended.

VFS has determined that the best approach for long term reliability is to install a new RO System for make-up water free of most dissolved mineral content particularly at higher temperatures. This is an approximate \$10,000 cost that VFS will cover. Another acoustic study was completed on September 23. A kickoff meeting for the RO unit installation (for fuel cell make-up water) occurred on October 1 by SARRACCO personnel.

Biosafe Systems personnel were met onsite on October 19, 22, 26 and 29 for the test run of *GC Liquid Oxidizer Treatment* (solution) injection to prevent the formation of hydrogen sulfide in two distribution boxes (d-boxes) and plant control improvement (*Nocardia* foaming). The injection protocol was staggered to determine appropriate dosing. These concrete structures are failing structurally and will be inspected as part of a CIP project.

Wright-Pierce (Town Engineer) personnel conducted testing of the newly installed disinfection system (i.e. alarms, tank level metering) on October 21.

A & A Office Systems, Inc. personnel were onsite on October 26 to check new (leased) equipment scanning/printing operations.

### 3.2 Collection System

All pump stations were inspected during the month of September with FOG pumping at several stations. Of note, the building roofs were inspected; Avery I, Chesterfield, and Pheasant Run Pump Stations will require work (likely part of the 2022 CIP). Hillside PS had renovation work completed. Paintbrush PS will have its fence replaced once materials are available. Avery I PS

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Pump No. 2 was pulled on October 21 to repair a failed seal. Pump testing was completed at the Massapeag PS. Vehicle/equipment traffic for the Oxoboxo Dam repair operations have cleared the driveway to the inverted siphon.

The manhole located at the intersection of Route 32 and Gallivan Lane (MH-5) that requires attention. The manhole's concrete construction (i.e., chimney, barrel) is in poor condition due to hydrogen sulfide exposure. It receives discharge from two pump stations and is in a high traffic area. The WPCA Engineer was met on October 16 to discuss construction repair operations. It is likely that several large manhole rehab projects will be combined under one project. A total of 12,300 linear feet (2.3 miles) of cleaning / CCTV inspection has been completed in calendar year 2020.

### 3.3 Water Supply

As indicated, the Cook Tower work had routine inspection in October by CorrTec and will require subsequent cleaning and painting. The tower inspection was on October 2; pump station inspections occurred on October 15. The exterior and interior coating had worn, and the tank surface had rusted in some locations and will require attention. SCADA software for the water storage tower will need to be improved. The Town Engineer (Wright-Pierce) discussed proposed work (i.e. cleaning, painting) which will involve a bypass event whereas pump stations will be used to establish pressure during the time the tank is offline. The Fire Marshal will be notified of any work schedule and bypass operations for fire suppressant concerns.

The CTDPH *Sanitary Survey* was submitted in October 2020. Diversion reporting requires that a community water system have meters to measure the amount of withdrawal or interconnections and water delivered to a distribution system. Representative weekly readings of instantaneous flow rate and total quantity of water over the previous week need to be taken, recorded, and retained for reference. Such records shall be submitted to the CTDPH upon request. The year research includes meter flow data gathering, evaluation of the meter data of flows from Groton Utilities, Waterford and Norwich Public Utilities and supplied flow to MTUA, SCWA and CTDOC from the Montville WS and preparation of a submittal and visit by the CTDPH on November 5. GU purchased water has dropped over the last years. The analysis included a percentage unaccounted for water which was determined to be less than the national average (three-year average: 9.3%). Summary tables prepared by the Superintendent are provided. Flushing of lines occurred during the third week of October.

New meter collection equipment/software is being considered to replace the aging (15-year old) existing equipment. Frequent data "drops" have been occurring during drive-by meter scans. Additionally, the software is going to the "cloud" in the near future and will require support from new versions.

## **4.0 Projects**

### 4.1 General



Project initiation has been delayed due to the pandemic with a pause on the grit chamber, SBR-4 diffuser replacement, and the plant water recycling. Regarding the proposed grit chamber, project documents have been submitted to the CTDEEP for review which is required prior to bidding with the state funding (grant) involved on the project. It has been a significant concern of the Superintendent that a grit chamber has not been installed at the facility at the time of the initial grit chamber was removed. CTDEEP staff are currently working remotely and communication has been difficult. Factory performance testing was completed on the new pumps for the plant water recycling project.

The *National League of Cities* reports that 65% of municipalities have paused upgrades to infrastructure even with consent-order mandates due to lack of funding and/or failure of contractors to delivery work with projected timelines. The AWWA's *State of the Water Industry Report* once again highlighted that access to funding for capital projects was the second biggest concern for water utilities. The Montville WPCA is fortunate to have funding to support appropriate infrastructure projects. Please see the engineering summary table for information about WPCA projects.

#### 4.2 Regulatory Oversight

The current effective date of the new *General Permit for Discharges from Miscellaneous Industrial Users* (MIU GP) is October 31, 2020. The expected changes to the MIU GP will require local (Superintendent) authority to regulate and enforce non-significant industrial users (non-SIUs) The CTDEEP and USEPA however will continue to regulate and enforce the SIUs. In anticipation of the reissued MIU GP, the WPCA will need to implement the changes to sewer regulations and sewer connection registration and approval procedures, to prepare a current industrial user list that would be permitted under the new MIU GP, and to develop a pretreatment program framework to monitor, inspect, certify, and register non-SIUs subject to the new MIU GP. Industrial inspections (began October 7) will be benefit by expanding the Superintendent's knowledge/control of the collection system. The Superintendent has spoken with Rand-Whitney about their requirements under this new issuance.

Personnel from the USEPA *Center of Excellence for Biosolids* in EPA's Region 7 office (Lenexa, KS) requested information about 2018 (waste sludge generation) annual reporting.

#### 4.3 CMOM

Woodard & Curran (Town Engineer) personnel completed work on the Pheasant Run PS as part of the FY 2021 CIP (upgrade) project on October 13 and 14 during a station bypass; Avery I PS work has been completed and the Pequot PS work is being scheduled.

The *Montville Sewer Easement Improvements Project* (CIP FY 2020) is now in the Wright-Pierce (Town Engineer) designed (phased) approach to help move the project forward. The proposed Phase I would not require an immediate response to the contesting landowners nor formal permitting. The Engineer was met in October to review changes to scope and scheduling. A biological (plant) survey was completed on October 8 as part of the NDDB (endangered species) compliance. The subsequent bidding will be designed to limit cost increases and achieve the goal-

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to provide access to the largest cross-country sewer per USEPA/CTDEEP CMOM directives. Notification letters were sent to Kobyluck Construction and Seven Oaks Homeowners Association to request temporary wood chip storage on October 21. Attorney Richard Cody (Town Attorney) was consulted for the easement understanding, property notification and insurance.

Manhole inspections continued with repairs to those considered priority; most recently along Route 32. In total, 30 manholes have been repaired this calendar year. An effort will be made to finish the manhole improvement project prior to the closure of the asphalt plants for the season.

CAI Technologies was met on October 16 to confirm that they had located original GIS data for the URS mapping (from their successor AECOM). Their GIS consulting will include data development to provide more accurate mapping for both the Town's (water/wastewater) infrastructure. This may include the use existing data logging GIS equipment. Security protocol will be adhered to as required.

## **5.0 Development**

Requests for information regarding a land parcel sewer connections have continued to increase. Developers report a significant increase in real estate development. An engineer contacted the Superintendent about a proposed expansion at the Village Apartments.

## **6.0 Finances**

### 6.1 Accounts Review

The first quarter's account sheets are included for review. Bankruptcy claims have been received by the Montville WPCA. In most cases, the WPCA has fielded a proof of claim in most instances which is going to be paid in full under a confirmed plan. Any other obligations are the obligation of the debtor to pay outside the plan and the debtor should get bills for the post-petition amount. The WPCA is not to send any bills or demands for the account portion that is included in the plan/proof of claim.

The WPCA Chairman and the Superintendent met on October 22 to discuss the existing Town and WPCA purchasing policies.

### 6.2 Budget(s)/Assets

Please see the budget sheets for financial information about the WPCA WS and WPCF. The FY 2021 water and sewer budgets for the WPCA were approved earlier this year; a conservative approach was made for FY 2021 due to the expected loss of revenue stream due to the pandemic.

A 30-day moratorium extension was made for water shut-offs/late fees during the last meeting; the commission would have to approve further extensions. According to the AWWA, 96% of utilities suspended shut offs for non-payment. Connecticut's Public Utilities Regulatory Authority (PURA) issued a ruling on September 23 that will extend the enrollment period for the COVID-19 Payment Program for non-residential customers through November 1.

The WPCA asset listing was improved for FY 2020 and will be instrumental in the asset management program.

### 6.3 Pandemic Response

The executive orders established during the course of the COVID-19 pandemic were set to expire on September 9, 2020; however, the Governor has extended the *Declaration of a Health Emergency* until Feb. 9, 2021. The Governor announced the emergency was placed in response to the pandemic. The declaration authorizes the Governor to order certain actions that will help expedite the response and the potential for reimbursement funding to municipalities.

Most ratepayers are paying online or over the phone. A complaint was received about the web page not providing information about passwords. Subsequent testing of the WPCA web page did not show problems.

### 6.4 Grants

Some current wastewater projects are funded by State funds including two bonds and one grant (CTDEEP \$5 million *Grant-in-Aid for Sewage Treatment Facility Infrastructure Improvements and Upgrades at the Montville WPTF*, approved via March 2014 Town of Montville Resolution No. 2014-25). The bonds were for infrastructure improvements within the plant. The grant money is being used for the new chlorine system, new recycling pumps, and grit removal system.

The 2020 CTDEEP Draft *Integrated Water Quality Report* was prepared to satisfy statutory reporting requirements pursuant to the Clean Water Act (CWA) to assess designated uses established by the State's *Water Quality Standards* (CTWQS). Relative to the document, the treatment plant is a point source of discharge and is available for federal funding (grants and low interest loans) for wastewater infrastructure improvement projects. Additional CTDEEP grant monies were applied for via the *Connecticut Clean Water Fund Request to Place Project on Priority List* for monies for constructing a (sewer) collection system asset management plan.

Potential water grant needs were sent to the CTDPH via their *Drinking Water State Revolving Fund (DWSRF) Project Eligibility Application*. Specifically, grant monies would help pay for the evaluation and/or replacement or painting of the Cook Tower water storage facility (a FY 2021 CIP project). The CTDPH notified the Superintendent in June that it had reviewed the *Eligibility Application* (EA) submitted for the *Cook Hill Tank Evaluation and Rehabilitation* project under the DWSRF Program, and the proposed project is eligible for funding. The study, design and construction will be covered by 50% grant and 50% low interest loan (2%, 20-year term) that can be pre-paid at any time. A proposal for engineering for that project was received by the Town Engineer (Wright Pierce) on May 28.

FEMA recently announced a new grant program, *Building Resilient Infrastructure and Communities* (BRIC), which is now available and is intended to support hazard mitigation projects with a strong focus on construction projects. The *Flood Mitigation Assistance* (FMA) program is also open. FMA is an existing grant program used for flood mitigation planning, projects, and

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acquisitions of flood-prone properties. The Superintendent is looking into both for appropriate application(s) as it relates to extreme weather events and/or sea level rise.

#### 6.5 Town Audit

Blum Shapiro (Town Auditor) has continued to work with staff about their inaugural Town audit. The review of financial records has been extensive with accountant (John Grelish) onsite on October 7, 9, 19 and 20 to meet with staff for financial records review and interviews. In total, the audit required approximately 60 hours of the Superintendent's time. The audit testing was completed to determine whether the WPCA has operated in accordance with applicable laws, regulations, and policies and to determine whether controls are sufficient to prevent or detect waste, fraud, and abuse. It also includes maintaining an inventory of capital assets and tracking of capitalized property. Recently hired Katherine Turker (Accountant Clerk I) provided FY 2020 financial (water and sewer) information to the audit team, including General Ledgers, Reconciliation of Capital Assets (with additions and deletions), detailed billable accounts (with emphasis on Rand-Whitney and MTUA), detailed payable accounts, General Journal, reconciled receivables, corrected the existing amortized bond funds for interest, bank account balances, AP/AR reconciliation/reporting, reconciled WPCA/Town accounting with Treasurer, reviewed allowance for doubtful accounts (and uncollectable accounts), and accrued payroll. Numerous discussions on accounting policies and procedures, bank accounting, and cash receipts.

#### 6.6 Energy

Typically, individual wastewater facilities currently consume about five times more energy than is required to treat their water flow, with most going to aeration of treatment tanks. The energy use is expected to increase by up to 20% in the future due to more stringent water quality standards and growing water demand. Reducing energy usage can yield significant environmental, economic, and social benefits for local communities. The Superintendent will review available U.S. Department of Energy (USDOE) in the *Sustainable Wastewater Infrastructure of the Future* (SWIF) program online- an initiative contributed to the development of resources in energy data management, measure evaluation, project financing, and improvement planning. DOE facility partners are predicted to reduce their total energy consumption by more than 8% in three years with innovative and best-practice energy management and planning approaches.

The Doosan *PureCell Model 400* Fuel Cell unit began producing power (operating at 460 kW) on June 24. Preliminary results indicated the fuel cell to be running at or near 100% capacity (11,000 kWh/d) resulting in a large drop (84% less) in grid power demand for October. A service technician was onsite on October 20. A 14% drop in energy usage was observed from September to October.

Dominion Energy provided their *Safety Planning Information for Neighbors of Millstone Power Station* pamphlet to the WPCA. The planning document provides for responses within emergency zones, including evacuation routes. Information will be provided to staff.

Superintendent Albertson summarized his monthly report to the Commission and focused on the 99% removal of efficiencies from effluents; the low rate of total nitrogen discharge of 70%; the

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successful completion of chlorination as of October 31, 2020; the rise in Covid cases and the letter from DEEP regarding early vaccinations; having no illnesses, injuries, or Covid cases at the plant; today's wind advisory and 15,000 without power; a warning concerning water treatment harassment; strides to protect the SCADA and water systems; and 84% of energy provided by the fuel cell. Commissioner Siragusa spoke his inability of receiving emails specifically the meeting packet. Superintendent Albertson said Dropbox software had been updated and the packet was sent by him to Commissioner Siragusa three (3) times.

i. Report from Mayor – No report

j. Report from Engineers

Superintendent Albertson reported on the reduced waste sludge thickening, no detection of mercury concentration, additional sampling due to erroneous September data.

k. Old Business

1. Town Audit

Superintendent Albertson commended Accountant Clerk Turker for her submission of paperwork to the auditor during working hours. He said no shortcomings have been reported to him thus far.

2. Water Shut-off / Late Fee Moratorium

Superintendent Albertson reported this item would be considered under new business. Commissioner Siragusa asked about the status of past due accounts. Accountant Clerk Turker reported \$13,000 was due from accounts 31-60 days past due and \$10,000 from account more than 120 days past due. She said more than 19 accounts owe more than \$1,500, more than three (3) quarters and said the largest balance was owed by a corporation. Commissioner Siragusa inquired if there was a WPCA policy to act on delinquent accounts. Superintendent Albertson commented on the moratorium in place regarding late fees and shutoffs, per Governor Lamont's executive order and said the Commission had voted for the past two (2) months to stay action. He also responded to Chairman Longton regarding the steps taken for delinquent accounts. Superintendent Albertson stated a late fee would be issued after one (1) quarter and before a second the water would be shut off. He also said the moratorium was not specific as to private versus corporate accountholders. Chairman Longton asked whether the Commission moratorium had expired due to the lack of a quorum this evening and thus standard procedures would go forward.

3. Purchasing Policy

Superintendent Albertson said he reviewed the purchasing policy with Town Finance and confirmed it was being followed. Per a question by Commissioner Siragusa, Superintendent Albertson said calls were made regarding the efficiency audit for lighting at the WPCA, but not enough feedback was received. He stated the project would be put out to bid.

4. Energy Assessment

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Superintendent Albertson reported on a quote received for efficient lighting work and calls made to other vendors. He said there was not a lot of interest and said he would send out an RFP.

5. Collections Operator

Superintendent Albertson said the collections operator position was one he spoke of in the spring when he proposed moving up an operator into the position. He said the position requires having a CDL, but the State was not testing. Superintendent Albertson said testing has restarted and appointment would be set up.

**I. New Business**

1. To consider and act on a time limit for the water shut-off moratorium. – *No action*

**The Town of Montville WPCA Water and Sewer Commission** hereby resolves to establish a time limit for the Water Supply moratorium on water shutoffs and late fees.

Motion – Discussion – Roll Call

**m. Reports/Referral from Planning & Zoning. -- *None***

**n. Payment of Bills -- *None***

**II. Water Commission**

**a. Report from Engineers**

Superintendent Albertson spoke to the response to the light iron fire on October 8 and the actions of plant personnel, Bruce Kelly and Kevin Loiler, who worked with the fire team for supply of water. He said the pump stations were working well and Groton Utilities was notified. Superintendent Albertson also spoke of discussion with Fire Marshal Bundy to label/limit fire hydrants as to water capacity and order of use. Commissioner Siragusa asked about the cost of the million gallons used; Superintendent Albertson said the cost was \$6.11 per gallon. Commissioner Siragusa asked how the cost, \$61,100, would affect the budget and whether the Town and/or ratepayers would be charged given \$35,000 had already been given to the Town for not taken care of fire hydrants. Chairman Longton said the policy to pass on the cost for extraordinary use should be discussed with Mayor McDaniel at next month's meeting.

**b. Old Business – *None***

**c. New Business -- *None***

**d. Remarks from the Public**

Chairman Longton acknowledged earlier there were no members or public present or virtually.

e. Remarks from Commission Members -- *None*

f. Adjournment

Chairman Longton closed the meeting at 6:33 p.m.

Respectfully submitted by,

Gloria J. Gathers  
Recording Secretary, Town of Montville

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