

Approved: \_\_\_\_\_

## Meeting Minutes

Town of Montville Water and Sewer Commission

Monday, January 7, 2013 - Town Council Chambers – Montville Town Hall – 7:00 p.m.

### 1. Water and Sewer Commission

#### a. Call to Order

Chairman May called the regular meeting of the Water and Sewer Commission to order at 7:04 p.m. after establishing a quorum.

#### b. Pledge of Allegiance

All stood and pledged the flag.

#### c. Roll Call

Present were Commissioners Murphy, Schober, Siragusa, Thorn, and May. Also present was Administrator Brian Lynch and Mayor Ronald McDaniel. Superintendent Michael Didato was absent.

#### d. Alterations to the Agenda

Motion to move Item F 'a' and 'b' under Water Commission to Item H, Executive Session under Sewer Commission made by Commissioner Siragusa; seconded by Commissioner Schober, discussion, none; voice vote, 5-0; all in favor; motion carried.

#### e. To consider and act on a motion to approve the minutes of December 3, 2012.

Motion to approve the minutes of December 3, 2012, made by Commissioner Siragusa; seconded by Commissioner Murphy; discussion, none; voice vote, 5-0, all in favor; motion carried.

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

All relevant communications were included in the packet. Administrator Brian Lynch recognized a letter to Administrator Lynch from Town Councilman B. Caron regarding the WPCA debt to the Town.

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

Harry Heller of Uncasville spoke concerning the proposed extension of public water from Route 163 to the high school and Old Colchester Road. He commented that development of land parcels would not realize potential without water/sewer service. H. Heller spoke to CBIA 2012 statistics that cite Connecticut as the 44<sup>th</sup> of business friendly states by saying that in order for Connecticut to compete with other states for business within the state, infrastructure is a critical component. Commissioner May asked if H. Heller would be available to discuss options for the same later in the meeting. Commissioner Thorne invited H. Heller to speak with the Economic Development Commission, as well.

### 1. Water Commission

#### a. Report from Sub-Committees -- None

#### b. Report from Engineers -- None

#### c. Old Business

1. To discuss and act on a motion to initiate discussions with Town Council on the extension of the public water system on Route 163 to Old Colchester Road.

Motion to discuss and act on a motion to initiate discussions with Town Council on the extension of the public water system on Route 163 to Old Colchester Road, made by Commissioner Thorn; seconded by Commissioner Schober; discussion, Commissioner Thorn spoke as an educator at the high school on the inconveniences associated with the water issue at the high school such as lines for water and the use of Solo cups; Administrator Brian Lynch said that the Board of Education had approached them regarding the water issues; Mayor McDaniel spoke to the issues regarding independent wells at the high school and possible linkage with SCWA, the development of the Town's commercial center, how to service the water needs of the Town and encouraged discussion of the topic by the Commission with the Town Council. Sarah Cwikla of GHD who presented before the Commission two months ago presented a map that showed three main options for extending water to MHS and similarly opens up development of Route 163. Emphasis was on Option 1, Route 163 from Norwich-New London Turnpike to Maple Avenue and Option 2, Route 163 from Maple Avenue to Montville High School. Concerns discussed included rocks/ledges and the booster station on Maple Avenue; the cost for traffic control for state roads; wetlands; a tie in of the high school with SCWA and fire protection; if cost estimates for the proposed options included fire hydrants; funding such as grants or special assessment taxes; the Clean Water Fund through the DEP for water contamination at the high school; reduction of cost to the Town; assessment of the current water stops on Maple Avenue and existing pipe dimensions. S. Cwikla commented that a loop would be required by DPH and could be designed per the Town's specifications. Commissioner May suggested that all four options presented by S. Cwikla be reviewed including for the costs associated for each. Per Commissioner May's request earlier in the meeting, H. Heller reiterated his earlier concerns stating that the economics of the options would impact the school system and expansion of the municipal system. Administrator Brian Lynch agreed to work with Mayor McDaniel and S. Cwikla per Commission May's request. Mayor McDaniel suggested a special with the Town Council once the information is obtained. Roll call vote, in favor were Commissioners Murphy, Schober, Siragusa, Thorn and May; vote 5-0; all in favor, motion carried.

## 2. Sewer Commission cont'd

### h. Executive Session

- a. To consider and act on a motion to enter into Executive Session for the purpose of discussions regarding litigation between the Town of Montville WPCA and Thomas McNally. Discussions to include members of the Montville WPCA, Mayor McDaniel, Attorney Mike Rose, Attorney Eileen Duggan and Administrator Brian Lynch.

Motion to consider and act on a motion to enter into Executive Session at 7:45 p.m. for the purpose of discussions regarding litigation between the Town of Montville WPCA and Thomas McNally. Discussions to include members of the Montville WPCA, Mayor McDaniel, Attorney Mike Rose, Attorney Eileen Duggan. Motion made by Commissioner Schober, seconded by Commissioner Murphy; discussion, none; voice vote, 5-0; all in favor; motion carried. *The Commission returned came out of Executive Session at 8:22 p.m., with no votes taken.*

- b. To consider and act on a motion to enter into Executive Session for the purpose of discussions regarding strategy and negotiations pertaining to the contract of WPCA

Administrator. Discussion to include members of the Montville WPCA, Mayor McDaniel and Attorney Eileen Duggan.

Motion to consider and act on a motion to enter into Executive Session at 8:23 p.m. for the purpose of discussions regarding strategy and negotiations pertaining to the contract of WPCA Administrator. Discussion to include members of the Montville WPCA, Mayor McDaniel and Attorney Eileen Duggan. Motion made by Commissioner Schober, seconded by Commissioner Murphy, discussion, none; voice vote, 5-0, all in favor, motioned carried. ***The Commission came out of Executive Session at 8:47 p.m. with no votes taken.***

Motion to add to agenda to approve the proposed position descriptions for the WPCF Administrator and WPCF Superintendent and forward to the Town Council for approval, made by Commissioner May; seconded by Commissioner Thorn; discussion, none; roll call vote, in favor were Commissioners Murphy, Schober, Siragusa, Murphy and May; vote 5-0; all in favor, motion carried.

- i. Special Recognitions --None
- j. Report from Commission Attorney on Matters Referred -- None
- k. Report from Administration Division

Administrator Lynch was absent from the meeting, but his December 2012 report is as follows (*submitted in the packet*):

1. We received word from Branse, Willis and Knapp that the investigation by the State Drinking Water Section into the licensing of two of our employees has been dropped. The State found that there was no basis for the allegations brought against us.
2. We are still looking into extending the water line up Route 163 to connect into the High School. Discussions are ongoing about extending the water line to help with commercial development, along with providing drinking water and fire protection. We will have engineers at our meeting to further discuss this topic.
3. Our quarterly bills for water and sewer went out on January 1<sup>st</sup>. We sent out thirty-six shut-off notices for the water and only had to shut off one home owner. The unaccounted-for water is still at the 9.5 percent level.
4. A little bit of housekeeping: Our long-time State Marshal Richard Andriola has retired. He was very effective in tracking down some of our more difficult accounts for collection. We have a new Marshal, Raymond Dussault. He is based out of the Norwich area.
5. We invested \$800,000 in some CD's. Instead of having the money sit in our saving account with little return, we invested the money in some-short term CD's.

I. Report from Operations Division

Superintendent Didato absent, submitted the following, December 2012 report (*submitted in the packet*):

1. With the available data to date the Water Pollution Control Facility (WPCF)

continues to be in full compliance of its NPDES permit.

2. There were no treatment plant odor complaints last month.
3. Sludge thickness averaged over 6%.
4. We averaged 71 lbs/day of nitrogen in our discharge last month. Our DEEP limit for calendar year 2012 has been 124 lbs/day. We averaged very low nitrogen in our discharge this year and shall receive a check as normal. The new limit for calendar year 2013 will be 122 lbs/day.
5. Woodard & Curran is scheduled to do work on the new SCADA system this January as most of the hardware and software is at the facility.
6. We have had significant scraping & painting work done in the facility done by temporary help. The work he did got done very efficiently, because he could stay on task and not get redirected with other assignments.
7. In preparation for our new DEEP permit application, we have sampled and collected many wastewater samples that are not routinely tested. All this extensive information is required for permit renewal which expires on June 8th 2013. **UPDATE:** The DEEP has sent us a confirmation stating they are in receipt of our permit application and fees.

### **COLLECTION SYSTEM**

I had some discussions with Paul from RWC regarding their dedicated discharge pipe and the possibility and expense of slip lining it. More to follow.

### **POTABLE WATER**

1. On 12-10-12, we had an emergency water shut off for #173 Rte 32. The water line going through the house foundation had been leaking into the basement.
2. Finishing the years cross connection and back flow testing for the calendar year

### **STAFFING**

Our laboratory tech resigned his services with the WPCA to work for the public works department on 12-14-2012. As a result I had to change staffing days and hours to cover the scheduling of the complex and specific DEEP testing protocol. Currently I only have one wastewater operator that can perform all of the disciplines required in the lab. He has been doing most the involved lab testing in addition to all of the wastewater operation tasks. Training is being conducted with other staff members, so they can perform some of the more academic testing. However, it takes time to get proficient in each laboratory test & sampling. We are doing everything possible to keep the wheels moving and staying in compliance with all DEEP regulations. Please note: Not that long ago we routinely had 8 men during the course of a day to carry out wastewater related activities. Today we have 4 men if no one takes a vacation, sick, or personal day off. If one or two men are absent we would be at odds to accomplish all requirements. This leads me to *request approval* to fill the vacated laboratory position as soon as possible. It has been my experience that a wastewater lab works best when there is one appointed laboratory tech to take ownership of all laboratory tasks and functions that is not distracted with other operations. It is also very important that the lab tech pass the stringent

yearly Discharge Monitoring Report-Quality Assurance (DMR-QA) testing required by the DEEP & EPA. Failure to pass this yearly QA test would mean our lab would not be recognized to submit data generated to these agencies.

I have not received a definitive answer from Woodard & Curran as to when our new SCADA system will be fully functional as there are a number of variables. However, please be advised that once it is proven to be reliable with pump station alarms we will start including alarm points into it from important treatment plant systems. Woodard & Curran has engineers with experience with plant assessments. They know from experience how to set up a facility to be unmanned and not compromise equipment and or DEEP compliance. Some examples of additional alarm points may include the following.

- Chlorine residual for too high or too low. For DEEP compliance and excessive chemical use.
- Dissolved Oxygen (DO) in SBR's. Blower failures or low DO can kill activated sludge.
- Air scrubber parameters. To control excessive chemical use and proper operation.
- Decanter failure. Can and would result in untreated wastewater discharge if unattended.
- RWC supply water system. Contractual obligation.
- Waste Sludge Pump (WSP) failures. Results in excessive microorganisms in SBR's. (BAD)

I believe that Woodard & Curran could find additional things that should have alarms from their experiences. A methodical and intelligent approach will be required not to compromise our facility if left unmanned. I hope that all benefit from this information and depicts a logical progression & direction for the SCADA system.

One other facet will need to be addressed if the WPCA desires to go to unmanned operations. Other WPCA facilities have a negotiated call out procedures for alarms, grinder pump failures, and over flow issues. These procedures typically obligate a qualified staff member to respond timely to an emergency. I recommend that this be included in the pending union contract negotiations or sooner. I am sure that our labor attorney has language and other information regarding what other town employees receive available.

Per discussion of the report, Commissioner Siragusa questioned the staffing plan and hiring temporary staff to paint that he described as a waste of money. He also questioned the contracting of generator repair. In response to Commissioner's May's question, Administrator Brian Lynch will get details as to what contractors will do and be paid regarding the generators and report back on the same. Commissioner May commented that any emails pertaining to the WPCA should be made available to the Commission as a whole under Communications on the agenda.

**m.** Report from the Mayor -- None

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

**o.** Report from Engineers

1. To consider and act on a motion to authorize URS to begin engineering shovel ready sewer projects in the monthly status reports.

Motion to consider and act on a motion to authorize URS to begin engineering shovel ready sewer projects in the monthly status reports. Motion made by Commissioner Thorne, seconded

by Commissioner Siragusa; discussion, none; roll call vote, in favor Commissioners Murphy, Schober, Siragusa, Murphy and May; vote 5-0, all in favor, motion carried.

**p. Old Business -- None**

1. THE TOWN OF MONTVILLE WATER POLLUTION CONTROL AUTHORITY hereby resolves to make a onetime payment of Five Hundred Thousand dollars (\$500,000.00) to the Town of Montville for the FY2012-2013 toward the debt owed to the Town of Montville.

**SAR NO. 2013-32 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to make a onetime payment of Five Hundred Thousand dollars (\$500,000.00) to the Town of Montville for the FY2012-2013 toward the debt owed to the Town of Montville. Motion made by Commissioner Schober, seconded by Commissioner Siragusa; discussion, Administrator Brian Lynch reported that he discussed the payment with the auditor and Commissioner Siragusa to pay down the debt; Commissioner asked for the total amount owed; Commissioners May and Administrator Brian Lynch will draft a letter to the Town Council to request that the balance owed, \$280,000 be written off; Commissioners Murphy, Schober, Thorn and May contended that the balance should be repaid to the Town. Amended motion made by Commissioner Siragusa that to make a onetime payment of Five Hundred Thousand dollars (\$500,000.00) to the Town of Montville for the FY2012-2013 toward the debt owed to the Town of Montville and the balance of \$280,000 be written off given the loss of funds from the Certificate of Deposit that is owed to the WPCA by the Town; second, none. Roll Call vote on original motion, in favor were Commissioners Murphy, Schober, Thorn and May; opposed Commissioner Siragusa; vote 4-1; motion carried.

**q. New Business**

1. Discussion on increasing the user rate for homes have been designated Boarder Homes currently connected to the public sewer system.

Commissioner May commented that he has been asked why the rates for multiple family homes are assessed at the same rate. Sixty-four homes in the Town are designated as Boarder Homes and any rate change would need to go to public hearing. Administrator Brian Lynch and the Mayor McDaniel agreed to research the matter and with the Attorney and report back at the new meeting.

2. Discussion on the current staffing level at the treatment plant.

Commissioner May commented that this agenda item would be tabled until the questions posed earlier this evening by Commissioner Siragusa under the Administer Report are answered.

3. To consider and act on a motion to follow the Town of Montville Ordinance regarding the disposal of surplus property.

Motion to consider and act on a motion to follow the Town of Montville Ordinance regarding the disposal of surplus property, made by Commissioner Siragusa, seconded by Commissioner Schober; discussion, Commissioner stated that the auction of surplus personal property must be authorized by the Mayor of Finance Director; Commissioner Schober suggested that the item be tabled until a list is provided of saleable items; Mayor McDaniel commented that the funds from the sale of said items must be deposited to the General Fund per Town ordinance. Commissioner May proposed an amendment to the that should state that Section 3 that all proceeds to be deposited in the WPCA accounts; roll call vote, in favor Commissioners Murphy, Schober, Siragusa, Thorn and May, vote 5-0, all in favor, motion carried.

Motion to approve the amended motion to follow the Town of Montville Ordinance regarding the disposal of surplus personal property; made by Commissioner Schober; seconded by Commissioner Siragusa; discussion, none; roll call vote, in favor Commissioners Murphy, Schober, Siragusa, Thorn and May, vote 5-0, all in favor, motion carried.

r. Reports/referrals from Planning & Zoning – none.

s. Payment of bills

1. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of Seven Thousand Three Hundred Thirty-Two Dollars and Thirty-Two Cents (\$7,332.20), per the attached Schedule A.

**SAR NO. 2012-33 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to pay bills in the amount of Seven Thousand Three Hundred Thirty-Two Dollars and Thirty-Two Cents (\$7,332.20), per the attached Schedule A. Motion made by Commissioner Schober, seconded by Commissioner Thorn, discussion, none; Roll Call vote, in favor were Commissioners Murphy, Schober, Thorn and May; vote 4-0, abstained Commissioner Siragusa; motion carried.

**2. Water Commission**

d. New Business -- None

e. Payment of Bills – None.

f. Executive Session (*moved up on agenda to Item 2H, Sewer Commission*)

g. Remarks from the Public -- None

h. Remarks from Commission Members -- None

i. Adjournment

Motion made by Commissioner Murphy, seconded by Commissioner Thorn to adjourn the meeting at 9:32 p.m.; discussion, none, voice vote, 5-0, all in favor, motion carried.

Respectfully Submitted by:

Gloria J. Gathers  
Recording Secretary, Town of Montville  
Cc: Schedule A

Branse, Willis & Knapp, LLC

\$7,332.20