

**Town of Montville Water and Sewer Commission**  
**Regular Meeting Minutes**  
**October 1, 2018 – 6:00 p.m.**  
**Town Council Chambers – Montville Town Hall**

**1. Water and Sewer Commission**

**a. Call to Order**

Chairman Murphy 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, Anthony Siragusa, Robert Thorn, Chairman Gary Murphy and Town Council Liaison Jeff Rogers. Also present were Interim WPCA Superintendent Kirk Washington, Accountant Maureen Benway and Mayor Ronald McDaniel. A quorum was present.

**d. Alterations to the Agenda -- *None***

**e. To consider and act on a motion to approve the Public Hearing Minutes of August 6, 2018.** Motion by Commissioner Siragusa; seconded by Commissioner Thorn, to approve the Public Hearing Minutes of August 6, 2018. Discussion: none. Voice vote, 5-0, all in favor. Motion carried.

**f. To consider and act on a motion to approve the Regular Minutes of August 6, 2018.** Motion by Commissioner Siragusa, seconded by Commissioner Thorn to approve Regular Minutes of August 6, 2018. Discussion: none. Voice vote, 5-0, all in favor. Motion carried.

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

**h. Remarks from the Public Regarding Items on the Agenda with a three-minute limit** Chairman Murphy asked three times for remarks. There were none.

**i. Commission Attorney on Matters Referred -- *None***

**j. Report from Administration Division**

Accountant M. Benway submitted an Administrator's Report as of August and September 2018 that was included in the packet as follows:

1. The quarterly billing for both the Water and Sewer went out last week.
2. A preconstruction meeting took place last month with Delray of Ellington, CT. They are the company that was awarded the contract for the Disinfection System Upgrade, and also present was the engineer from Wright-Pierce, Therlin Montgomery. Discussion was had regarding the timeline of the project.
3. Bid opening took place last month for the PRV project. One bid was received on time and the second bidder was received 45 minutes late. The engineer reviewed the one bid packet that was submitted by P & YH Construction and everything was in order.

**k. Report from Operations Division**

Interim Superintendent Washington submitted an Operating Report as of August and September 2018 that was reported as follows:

1. We failed one of the parameters for our DMRQA state testing. I performed a remedial test for our turbidity as soon as possible. We are in full compliance with our NPDES permit.
2. There were no treatment plant odor complaints last month.
3. Sludge thickness average about 5.01%.
4. We had an average of 41.2 lbs/day of nitrogen in our discharge last month. We are keeping an average well below the 118 average limit.
5. We took basins 1, 2, and 5 pre-react zone blowers off line. We will continue monitoring the dissolved oxygen carefully.
6. I have been working closely with Therlin Montgomery from Wright-Pierce to begin disinfection upgrade. We have had two (2) chlorine analyzers fail due to the TDS and ammonia content of the plant effluent.
7. We are currently updating all of our safety programs such as CPR first aid, confined space entry, spill prevention plan, and hoist inspections. Fork truck training has been completed.

Interim Superintendent Washington responded to a question by Commissioner Thorn regarding Item 5 of his report. He stated that acceptable rates are in the 4 range.

**I. Report from the Mayor**

Mayor McDaniel reported there was an issue concerning reporting parameters and he worked with M. Benway to complete it online.

**m. Report from special or sub-committees**

Chairman Murphy spoke of a meeting concerning hiring for the vacant supervisory positions.

**n. Report from Engineers -- None**

**N. Old Business – None. (This item identified on the agenda as “n.”)**

**O. New Business**

1. THE WPCA HEREBY RESOLVES to authorize the Town of Montville Finance Director to go out to bid for a contractor to conduct Emergency Work for the WPCA for the period of January 1<sup>st</sup>, 2019 – December 31<sup>st</sup>, 2019.

Motion -- Discussion -- Roll Call

**SAR-NO. 2018-03 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to authorize the Town of Montville Finance Director to go out to bid for a contractor to conduct Emergency Work for the WPCA for the period of January 1<sup>st</sup>, 2019 – December 31<sup>st</sup>, 2019.

Motion by Commissioner Siragusa; seconded by Commissioner Thorn. Discussion: Town Councilor Rogers stated he submitted the request stating there was no baseline for emergency work and he spoke with Finance Director Hart about it. Finance Director Hart said that in the past she coordinated with the previous Administrator by receiving bids in the presence of the Administrator, and Town Treasurer. Commissioner Siragusa asked why the contract was only for one (1) year. (This motion was amended and withdrawn.)

Motion amended by Commissioner Siragusa; seconded by Town Councilor Rogers amended the emergency work period end date to December 31, 2020, a two-year contract. Discussion: Town Councilor Rogers said he had a problem with the two-year period. Commissioner Quinn remarked that a one-year out clause could be included in the contract should an issue warrant ending it.

Finance Director Hart asked for clarification on her role in the bid process. Commissioner Thorn asked about the inclusion of emergency response time criteria in the contract. *This motion was withdrawn.*

Motion by Town Councilor Rogers; seconded by Commissioner Siragusa to authorize the WPCA thereby resolves the WPCA to go out to bid to consult with the Town of Montville Finance Director for a contractor to conduct Emergency Work for the WPCA for the period of January 1<sup>st</sup>, 2019 – December 31<sup>st</sup>, 2020. Discussion: Commissioner Siragusa asked that the bid before it goes out to bid. Town Councilor Rogers concurred that it would. Roll Call vote, 5-0, all in favor, Commissioners Quinn, Siragusa, Thorn, Chairman Murphy, and Town Counselor Rogers. Opposed, none. Motion carried.

2. THE WPCA HEREBY RESOLVES to authorize the acting Superintendent Kirk Washington to sign WPCA Business Checks along with the Town of Montville Finance Director in the absence of a full-time paid superintendent.

**SAR-NO. 2018-04 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to authorize the acting Superintendent Kirk Washington to sign WPCA Business Checks along with the Town of Montville Finance Director in the absence of a full-time paid superintendent. Motion by Commissioner Siragusa; seconded by Commissioner Thorn. Discussion: Town Councilor Rogers stated that per his involvement with other commissions check must be signed by an elected person or paid person of the Town and not a volunteer. Chairman Murphy said that signatures of checks is not a part of the Town Regulations. Previously, the former Superintendent and Mayor McDaniel signed checks and Chairman Murphy does so in their absence. Chairman Murphy asked what would happen if there was no acting superintendent to sign checks. He stated that the Commission makes decisions involving millions of dollars as unpaid volunteers on the Town's behalf. He responded to Town Councilor Rogers that those cost ridden decisions are budgeted items not requiring pre-authorization. Roll Call vote, 3-2. In favor: Commissioners Quinn, Siragusa, and Town Councilor Rogers. Opposed: Commissioner Thorn and Chairman Murphy. Motion carried.

#### **P. Executive Session**

1. To consider and action on a motion to enter into Executive Session at 6:26 p.m. to discuss labor issues. Discussion to include the WPCA Commission and Mayor Ronald McDaniel. Motion by Commissioner Siragusa; seconded by Commissioner Thorn to discuss labor issues. Discussion to include the WPCA Commission and Mayor Ronald McDaniel. Discussion: none. Discussion: none. Voice vote, 5-0, all in favor. Motion carried.

The Commission came out of Executive Session at 6:58 p.m. Chairman Murphy noted for the record that no votes were taken in Executive Session.

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

**R. Payment of bills. -- None**

#### **II. Water Commission**

**a. Report from Sub-Committees—None**

**b. Report from Engineers – None**

**c. Old Business**

1. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to award the PRV Bid (Pressure Reducing Valve).  
Motion – Discussion – Roll Call

**SAR NO. 2018-05 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to award the PRV Bid (Pressure Reducing Valve).

Motion by Commissioner Siragusa; seconded by Commissioner Thorn. Discussion: Town Councilor Rogers noted that the P & H bid, the only bid, was initially \$40,000 and is now \$70,000 and he recommended that the bid be declined and put out for re-bid. Commissioner Thorn said he was not sure that a re-bid would come back cheaper. Commissioner Quinn suggested that P & H be asked why the price was higher given in-house assistance. Chairman Murphy was asked to come to the meeting to discuss his bid but stated that the bid process should be honored which Commissioner Quinn also supported. Roll Call vote, 4-0. In favor: Commissioners Quinn, Siragusa, Thorn, and Chairman Murphy. Opposed: Town Counselor Rogers. Motion carried.

**d. New Business**

1. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to award the PRV Bid (Pressure Reducing Valve).

Motion – Discussion – Roll Call

*This motion was adjourned by Town Councilor Rogers.*

**e. Payment of bills – None**

**f. Remarks from the Public**

Chairman Murphy asked three times for remarks. There were none.

**g. Remarks from Commission Members**

Town Councilor Rogers thanked Finance Director Hart for her presence and he explained to the Commission that he was not trying to be difficult but instead was working for openness. Mayor McDaniel spoke about sewer expansion projects through a committee of the COG with hope that the Town will actively participant. He also spoke about a study for housing expansion to address the needs from the EB expansion and Sub Base. Chairman Murphy thanked Kevin Loiler and John Lilly for the work they do at the plant and for keeping them apprised. He also spoke about the costs associated with running the plant and congratulated M Benway for a job well done.

**h. Adjournment**

Motion made by Commissioner Siragusa, seconded by Commissioner Thorn to adjourn the meeting at 7:09 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 RECORD OF THE MEETING IS AVAILABLE ON THE TOWN WEBSITE.**