

****Draft****

**Town of Montville Water Pollution Control Authority
Meeting Minutes of August 3, 2009
7:00 p.m. – Town Council Chambers – Town Hall**

1. Water Pollution Control Authority

a. Call to Order – Chairman May called the regular meeting of the Water Pollution Control Authority to order at 7:00 p.m.

b. Pledge of Allegiance

c. Roll Call – Present were Commissioners Geary, May and Thorn. Absent were Commissioners Schoeber and Siragusa. Also present were Mayor Jaskiewicz, Attorney Ochsner, Administrator Brian Lynch, Superintendent Michael Didato and Engineer Richard Kruczek.

Chairman May made a motion to add agenda item (r) under Water Pollution Control Authority as follows:

r. Line Item Transfers

Seconded by Commissioner Thorn. Discussion: none. Voice vote: 3-0, all in favor, motion carried.

d. Approval of the July 6, 2009 regular meeting minutes.

Motion made by Commissioner Geary, seconded by Commissioner Thorn to approve the meeting minutes of July 6, 2009 as submitted. Discussion: none. Voice vote: 3-0, all in favor, motion carried.

e. Communications

1. Finance Department Monetary Request – Administrator Lynch stated this matter will be postponed until next month when there are more members present for the discussion.

Chairman May acknowledged the receipt of a correspondence from Attorney Chase.

f. Remarks from the Public Relating to Matters on the Agenda – none.

g. Reports from Operations Division

Superintendent Mike Didato discussed his monthly operating report for July, 2009 with the Commission. He stated with the available data to date, the Water Pollution Control Facility (WPCF) was in full compliance of its NPDES permit for July. There were no treatment plant odor complaints during the month. Sludge thickness averaged 6.0% in July. This number is up 0.4% from last month. An average of 112 lbs/day of nitrogen was in the discharge, the limit for calendar year 2009 is 139 lbs per day. He discussed the SCADA (Supervisory Control and Data Acquisition) System. He stated the submersible pump used for return activated sludge (RAS) failed in July. This application jump starts treatment in the head end of the Sequencing Batch Reactors (SBR) by feeding healthy activated organisms to them. The pump that failed was a pump that was upgraded in the collection system and had out lived its useful life until it was used for RAS. Currently a non submersible above ground pump is in use until an appropriate replacement pump is procured for winter use. Under Collection System he discussed a summary of events for the Avery II Pump Station July 24, 2009 and MTUA Sampling Protocol. He discussed new projects and connections and updated potable water issues.

h. Report from the Administration Division

Administrator Lynch discussed his report with the Commission. He indicated he has not heard anything from the judge in the arbitration matter. The judge for this matter will be on vacation for the month of August. Mr. Lynch has begun collecting data to complete the water Supply Plan for the State. He indicated they named the document since the last meeting and a copy of the new Sewer Determination Form is included in the packet. This document will clear up any confusion when applicants come to the WPCA for a capacity determination or if they want to connect to the system. He discussed progress on the water pump station on Maple Avenue. The site location needs to move up the road in order to avoid placing the station in the State's right away. Payments continue to come in for the sewer use and online payments are still going very well. He hopes to bar code each of the bills in the near future.

i. Report from the Mayor

Mayor Jaskiewicz indicated he did not have anything to report at this time.

j. Report from Special or Sub-Committees – none.

k. Report from Engineers

Richard Kruczek discussed his Status Report for the Montville Facilities Plan Projects with the Commission. He discussed the possibility of holding a public workshop that would allow the public to give feedback to the Commission regarding the Facilities Plan. He indicated he would present an informal Power Point presentation to the public to educate them regarding the proposal. Chairman May stated he would like to receive a copy of the presentation prior to the meeting. Discussion was held regarding notification of the workshop to the public, and Administrator Lynch indicated URS will handle the public notices. He suggested holding the Special Meeting for the presentation one half hour prior to the next regularly scheduled meeting. A discussion was held regarding the most efficient method of advertisement.

l. To Consider and Act on Referrals From Planning & Zoning

Chairman May indicated there is nothing the Commission needs to take action on at this time. Administrator Lynch discussed a meeting with SCWA that was cancelled and updated the Commission regarding the proposed seventy two unit condo development. Commissioner Geary indicated there is a meeting scheduled regarding this issue on August 12, 2009 at 7:00 p.m.

m. To Consider and Act on the Payment of Bills

SAR #2009-36 The Town of Montville Water Pollution Control Authority hereby resolves to pay invoices in the amount of \$29,405.04 per attached Schedule A. Motion made by Commissioner Geary, seconded by Commissioner Thorn. Discussion: none. Roll Call Vote: 3-0, voting in favor of adopting this resolution were Commissioners Geary, May and Thorn. Voting in opposition, none. Resolution adopted.

n. Executive Session

Motion made by Commissioner Geary, seconded by Commissioner Thorn to move agenda items (n) Executive Session, (o) Old Business and (p) New Business to the bottom of the agenda. Discussion, none. Voice vote: 3-0, all in favor, motion carried.

q. Discussion regarding a newsletter to be sent to rate payers

A discussion was held regarding the most efficient method of notification to the rate payers regarding contact information. A suggestion was made regarding the addition of a letter in the next billing cycle. Administrator Lynch indicated he would have a draft of the letter for the commission members to review at the next meeting.

r. Line Item Transfers

A copy of the proposed line item transfers was distributed to the Commissioners for review. The document is titled Schedule B. Administrator Lynch stated the transfers are required to cover bills from the previous fiscal year in the amount of \$11,953.

Motion made by Commissioner Geary, seconded by Commissioner Thorn to adopt the following:

SAR #2009-037 The Town of Montville hereby resolves to transfer funds in the amount of \$11,953 per Schedule B of the August 3, 2009 Water Pollution Control Authority meeting attached.

Discussion: none. Roll Call Vote: 3-0, voting in favor of adopting this resolution were Commissioners Geary, May and Thorn. Voting in opposition, none. Resolution adopted.

II Water Commission

a. Report from Special or Sub Committees – none.

b. Reports from Engineers – none.

Chairman May discussed the replacement of meters in the near future. Superintendent Didato updated the Commission regarding this issue.

c. Old Business – none.

d. New Business

Tom McNally addressed the Commission regarding a request for the extension of a water line at 14 Galvin Lane. He stated the applicant is proposing a two thousand square foot addition to an existing building for the purpose of a dental office. A discussion was held regarding if this application will require a Public Hearing. The Commission requested a determination from Attorney Ochsner. Chairman May requested a set of plans for this proposal. Mr. McNally indicated the contract for this proposal is very clear and the developer is required to pay for engineering costs as well as inspection costs.

e. **SAR #2009-038. The Water Pollution Control Authority for the Town of Montville hereby resolves to pay bills in the amount of \$2,808.00 as per attached Schedule A.** Motion made by Commissioner Geary, seconded by Commissioner Thorn. Discussion: none. Roll Call Vote: 3-0, voting in favor of adopting this resolution were Commissioners Geary, May and Thorn. Voting in opposition, none. Resolution adopted.

Commissioner Geary discussed a Public Hearing for ordinances next Monday at 6:30 p.m. and encouraged commission members to attend.

n. Executive Session

Motion made by Commissioner Geary, seconded by Commissioner Thorn to enter into Executive Session for the purpose of discussions regarding personnel issues and to discuss potential litigation issues. Executive Session discussions to include Commissioners Geary, May and Thorn, Mayor Jaskiewicz, Attorney Ochsner, Administrator Brian Lynch and Superintendent Michael Didato. Discussion: none. Voice vote, 3-0, all in favor, motion carried. Commissioners left for Executive Session at 8:05 p.m.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville

The public meeting was resumed at 9:06 p.m. and the Chair asked John Geary to report. He stated there were no formal votes taken in the Executive Sessions. The personnel issues regarding the Assistant Superintendent and Accountant positions ended at 8:31 p.m. The session regarding current litigation with RWCB ended at 9:07 p.m.

O. The WPCA for the Town of Montville hereby moves to approve the proposed contract for Assistant Superintendent Thomas McNally and forward to the Town Council for final approval.

Motion: John Geary

2nd: Robert Thorn.

Roll call - Voting in favor - Commissioners Geary, May, and Thorn

Motion adopted - 3 in favor

P. The WPCA for the Town of Montville hereby moves to approve the proposed job description for WPCA Accountant 1 for Maureen Benway and forward to the Town Counsel for approval.

Motion: R. Thorn

2nd: J. Geary

Roll call vote - Voting in favor - Commissioners Geary, May and Thorn

Motion adopted 3 in favor

Remarks from the Commission: None

Motion to Adjourn by Commissioner Thorn, All in favor

Submitted by John Geary, Acting Recording Secretary

INVOICES August 3, 2009

Sewer		\$ 29,405.04
Robinson & Cole LLP	-	\$ 26,502.54
Branse, Willis & Knapp, LLC	-	2,902.50
Water	-	\$ 2,808.00
Branse, Willis & Knapp, LLC	-	\$ 2,808.00

Schedule A

		Transfer From	Transfer To
70928 - 53091	Ammonium Hyd	2,800	
70918 - 52040	Auditor & Acct		2,800
70998 - 52028	Retirement Payout	253.00	
70999 - 52025	Pension		253.00
70948 - 52000	Electricity		8,900
70938 - 53019	Misc supplies	6,000	
70938 - 53112	Pump Sta Maint	2,900	
		<u>11,953</u>	<u>11,953</u>

Approved by WPCA Commission @ August 3, 2009 meeting

WPCA Line Item Transfers
for month of August
" Schedule B "