

**Town of Montville Water and Sewer Commission
Regular Meeting Minutes – October 7, 2019 – 6:00 p.m.
Town Council Chambers – Montville Town Hall**

1. Water and Sewer Commission

a. Call to Order

Chairman Rogers called the regular meeting of the Water and Sewer Commission to order at 6:10 p.m.

b. Pledge of Allegiance

All stood and pledged the flag.

c. Roll Call

Present were Commissioners Brian Quinn, Anthony Siragusa, and Chairman/Town Councilor Jeff Rogers. Also present was WPCA Chief Operator/Superintendent Derek Albertson. Commissioners Shawn Jinkerson and Chuck Longton were absent as was Mayor Ronald McDaniel. A quorum was present.

d. Alterations to the Agenda

Commissioner Siragusa asked about discussion of follow-up strategy regarding the issues presented by the Audit and also a resident request for a waiver for a sewer hookup for a home addition, as discussed at last month's meeting. The Commissioners agreed to discuss the Audit matter under the administrative report by Chief Operator/Superintendent Albertson. Chairman Rogers stated he had spoken with the resident about the sewer hookup waiver and said the matter had been resolved as the resident had paid the fee. Commissioner Quinn asked when the Commission decided to speak with the resident to which Chairman Rogers spoke of the current rules in place on the issue that were abided by, discussion by Mayor McDaniel with the resident, and the resident choosing to pay the sewer hookup in order to not delay the project. Commissioner Siragusa stated the Commission had asked for the substantive information regarding the policy for sewer hookups and precedent regarding past practice of the same. Chief Operator/Superintendent Albertson cited the Montville Sewer Use Rules and Regulations of September 2019 that references the resident's issue as a connection. Chairman Rogers asked the Superintendent to forward that information to the Commission.

e. 1. To consider and act on a motion to approve the Regular Meeting Minutes of September 5, 2019.

Motion by Commissioner Siragusa, seconded by Commissioner Quinn to approve Regular Meeting Minutes of September 5, 2019. Discussion: none. Voice vote, 3-0, 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 Rogers asked three (3) times for remarks. There were none.

h. Report from Operations/Administration Division

WPCA Chief Plant Operator/Superintendent Albertson submitted an Operations Report for September 2019 as follows:

1.0 Compliance/Process

1.1 Water Pollution Control Facility

The monthly effluent was found to be within federal and state limits. The influent continues to be irregular and thus a challenge to treat effectively. This time of year shows a transition to cooler temperatures which have a negative impact on overall treatment processes.

Public Notification (30-day) of the WPCF draft NPDES permit was begun on September *The Day*. The new permit appears to be relatively unchanged; the existing collection system and treatment plant are adequate to meet effluent controls.

Effective waste sludge thickening (5% solids) resulted in fewer truck hauls. Approximately 32 lbs/day of Total Nitrogen were discharged in the treated effluent-well below the CTDEEP WPCF general permit limit of 118 lbs/day and represents the lowest effluent concentration.

Storm water monitoring was completed in September to keep the WPCF in compliance with State requirements (SWPPP written by Nathan L. Jacobson & Associates, Inc.). Catch basins and drainage swales were cleaned with mowing and trimming of grass. Scare lights for geese control were purchased and placed to limit (fecal) contamination. The WPCF storm water (general) permit will expire at the end of September.

FOG inspections of Town (Class III/IV) food establishments were completed on September 20 consistent with the general permit requirements. An August 23 complaint (to the USEPA Region I) of improper wastewater discharge at 513 Chesterfield Road was investigated with no concern noted.

1.2 Water Supply

The water supply met required standards. Requisite sampling was completed to comply with the CTDPH mandates. August 30, 2019, CTDEPH correspondence detailed the change in the *Water Quality Monitoring Schedule* for the Montville Water Supply, including increase sampling events as well as frequency for lead and copper (from 10 sample events every 3 years to 20 samples every 6 months). Consideration of a billing incentive for those rate payers sampled would ensure compliance.

FOI requests were received by two inmates (Corrigan-Radgowski Correction Center). CCRs for years 2016, 2017, and 2018 were provided on September 10. Water shut-off activities were completed during the week of September 16. A service line breach was repaired at 34 Maple Avenue on September 22. A September 24 Public Works construction meeting provided information about milling/paving operations for Jerome Avenue and Fitch Hill Road.

The Jiffy Lube on Connecticut Route 32 had a water leak within their building leading to a large water bill. The owners had petitioned the WPCA to adjust their sewer bill to match past levels.

2.0 Staff

2.1 Staff

No reports of employee injury this month. In October, Conn OSHA will visit the plant for an informal safety inspection (specific to confined space identification). Ms. Stephanie Baldino (*Chief Operator*, Plainfield WPCF) shadowed the *Superintendent* on September 12 and 19 to learn about CIP and general fund accounting as part of CWPAA management course.

3.0 Equipment

An ownership review was completed for the wastewater pumping stations. The initial research indicated two anomalies--the Massapeag Pump Station has an easement, but is not owned by the Town, and the Town does not own the Lower Marina Pump Station nor is there an existing easement. A property record for the Pump Station on Massapeag Side Road was made for the Assessor's Office as a place holder with information; there is no value attached as there is no owned land or structure on site. Mathew Willis, Esquire of *Halloran & Sage LLP* (Town Attorney) was contacted regarding the findings.

The Pheasant Run and Lathrop Road Pump Stations' wet wells/pumps were cleaned in September. Woodard & Curran representatives visited the Pheasant Run pump station to prepare for the upgrade (capital) project activities. A new entrance door was installed at the Holly Hill Pump Station. A (new) replacement pump was installed at the Paint Brush Path Pump Station.

Manhole (frame) risers were placed along Fitch Hill Road and Jerome Avenue as part of paving operations. Don Bourdeau (Director of Public Works) made significant efforts to keep the WPCA informed of paving activities to prevent damage to the collection system. R & B Vaill Sewer & Septic repaired manholes within the sewer collection system along Williams, Park and Oregon Streets.

Michael Martenas and other Rockwell Automation personnel were onsite to inventory the 1,330 variable frequency drives (VFDs) at the plant for the new service/parts contract. A new fiber optic line was run between the blower building and the operator room to provide better signal reception. Costs for an ATS (automatic transfer switch) replacement for the operations associated with secondary treatment are being collected. Bidding ?

4.0 Projects

4.1 Grit Chamber

The former grit removal system was removed as part of a 2013 WPCA contract. Contractor bidding will begin for the replacement unit located near the rag removal building. A contractor meeting with George Pendleton, PE of *Martinez Couch & Associates, Inc.* with initial calculations made for anticipated grit volumes within the six SBR tanks. This data will be used for waste characterization, trucking, and disposal costs.

4.2 Chlorination System/Recycle Water Pumping

The chlorination portion of the project was placed online. Additional adjustments were made (i.e., chlorine delivery, monitoring) to ensure compliance with permit standards related to disinfection. The recycling (water) project will be completed later for water delivery to *Rand Whitney*. This portion of the project involves retrofitting a smaller pump for recycling allowing for better control and less energy usage.

4.3 Emergency Power

The Holly Hill and Pheasant Hill generators were installed in July and August. The pump stations' original generators were initially installed in the early 1980s and were well beyond their life expectancy. Twenty of the 24 pump stations now have standby power ahead of the hurricane season.

4.4 Power Generation

The *Doosan Energy* Cogeneration Project is in the preliminary stage with a pre-construction inspection. Survey information for the driveway area was provided to LuAnn Dinihanian and Norman Dickson (*Eversource Energy*). Representatives from Sarracco Mechanical Services visited the plant on September 27 for the project.

5.0 CIP Projects

5.1 Main Pump Replacement

The CIP project is now complete with a new pumping station installed. The three new pumps (two passable and one old style) replaced 20-year old worn pumps and will reduce energy and water usage.

5.2 Cross-Country Clearing

As part of the FY 2019 CIP, a land survey was completed in the area of a sewer main extending from Old Colchester Road to Fellows Road. An existing wetlands permit would allow work in this area. The finalized survey data (and engineering report from *Wright-Pierce*, Town Engineer) indicated six properties near Fellows Road appear to be affected. Town legal counsel has been sought regarding this issue.

5.3 Crane Truck/ Pump Truck

Quotes are being obtained for a new crane-truck. The specifications will allow for a service body and a smaller profile to extend work conditions. The new pump truck should be completed and placed into service in early October.

5.4 Other Projects: Samplers/SBR Diffusers/RAS Meter/New Workstations

The composite samplers have been purchased with one of the existing (older) samplers having been replaced.

SCADA and Motor Control updates will be completed at the Lathrop and Orchard Hill Pump Stations. Initial startup work along with panel construction is ongoing by Woodard & Curran (Town Engineer).

In October or November, SBR-4 will have its fine-bubble diffusers replaced to improve oxygen delivery and energy efficiency. The existing diffusers/manifolds are at their life expectancy. A representative of WESCOR Associates, Inc. was met with on September 17 to discuss blower options for FY 2021 capital improvements.

The computer control at Pheasant Run Pump Station was improved by Woodard & Curran personnel on September 13 and 30 as part of the rehabilitation of this facility.

The Return Activated Sludge (RAS) meter will be purchased to better determine flow as part of process control and calculations (i.e., Detention Time, Solids Loading, F/M, MCRT). A new RAS pump was installed in SBR-4.

The computer workstations (and associated software) will be installed during this fiscal year by Woodard & Curran. The HMIs will allow for better monitoring and keep software current with existing monitoring standards within the federal and state permits.

6.0 Development

Construction work has begun at the former Faria property for the proposed residential development (72-unit apartment complex). The developer was provided the 2016 Nathan L. Jacobson & Associates, Inc. and the 2019 Wright-Pierce (utility connection) reports. CYBD mark outs were completed in September. A data center has been proposed for a property adjacent and north of *St. Bernard's High School*. No formal information has been received for this development. A Wentworth Engineers, Inc. site plan for *Lindo Construction, LLC* residential development at 90 Maple Avenue was received. The WPCA Engineer provided review for water and sewer capacities. A laundromat is proposed for 1031 Conn Route 32. No issues related to connection (or flow) were identified.

7.0 Finances

7.1 General Discussion, Enterprise Funds

Year to Date Budget(s) were included in the information in the WPCA “drop box”.

The WPCA records were reviewed by Mahoney, Sabol & Company, LLP on September 11 and 12 as part of a town-wide annual audit. The Superintendent would suggest the auditor assist in future policy changes related to any changes in WPCA accounting. Representatives of the accounting firm were met at the Town Hall on October 1. Additional file reviews are proposed for October.

During the last WPCA meeting, the commission formally accepted (and approved) the recommendations summarized in the May 2019 PKF O'Connor Davies LLP *Report on the Results of the Audit Procedures Performed*. Specifically, this involves the transfer from the WPCA to the Town Finance Department (upon formal approval of the Town Council). Priority items are cited below; they are in no particular order. Obviously, more attention is required (particularly by the Finance Director/WPCA) or an outside contractor (accountant) to implement new policies/procedures.

- The Superintendent should have adequate training and access to the accounting software.
- The invoices should be accompanied with adequate supporting information to support the purchase(s) made.
- The invoices should then be approved by the Superintendent (Department Head) prior to payment to confirm satisfactory receipt of goods/services upon direction from the WPCA.
- The formal review of the Superintendent and/or Accountant's job description to define any alterations of performance, behavior, and benefits.
- Formal reporting (written and verbal) to the WPCA should be provided by the Accountant at each meeting, including status reports for the fiscal budget.
- A complete separation of water and wastewater budgets.

As indicated previously, the vast majority of the concerns raised are related to the lack of "proper accounting" procedures. The auditor reported that the implementation of appropriate policies and/or the transfer of responsibility to the Town would improve concerns raised in the audit under *Review of Accounting Policies and Procedures, Disbursement Testing, Review and Analysis of Credit Card Purchases, and Reporting*.

The Superintendent is now reviewing and initialing purchase statements, including Eversource billing.

It is suggested that a formal review of purchases be reviewed by the WPCA each month (along with the submitted year to date budget) with particular focus on larger (> \$5,000) purchases.

Capital improvements for FY 2020 will be detailed with the appropriate Finance Department forms.

Chief Operator/Superintendent Albertson summarized specific items on his report, specifically the NPDES permit and the increase in water samplings (from 10 every three (3) years to 20 every 6 months) for lead and copper to comply with DPH water quality requirement standards that has burdensome in acquiring participants. He mentioned a suggestion by staff about offering an incentive. Superintendent Albertson explained that staff leaves sampling containers at homes but said accessibility to residents has been problematic. Commissioner Siragusa suggested obtaining from samples from Town businesses or putting a notice in with resident invoices and Commissioner Quinn asked whether a notice on the Town website would help draw participants. Chief Operator/Superintendent Albertson also mentioned the lower marina pump station will belong to the Town once the paperwork is filed by the Town Attorney and spoke of Town access to the Massapeag station owned by the Mohegan Tribe. He thanked Public Works for good communication regarding the manhole riser project on Fitch Hill Road and Jerome Avenue and the same for the State regarding notice about the paving projects. Chief Operator/Superintendent Albertson also referenced that the unit regarding the Doosan Energy project will be delivered in December and said he met with the Town Attorney as to whether gas could be brought into the plant. He said he also spoke to the Town Attorney concerning the cross county clearing and affected properties regarding the project. He concluded that the Faria project is under construction and the WPCA has been assisting with sewer related concerns.

Commissioner Siragusa stated he wanted to see a “chain of command” for the Plant for accountability in the absence of/or inaccessibility of Chief Operator/Superintendent for review at the next meeting. Chief Operator/Superintendent Albertson stated he is an Operator 4 which is a requirement for operation of the Plant and said there are two (2) Operator 3 staff. He agreed to prepare a flowchart for discussion at the next meeting. Commissioner Siragusa also said he had prepared responses to all the recommendations made by the Auditor as to WPCA accounting practices going forward. Chairman Rogers commented on a meeting he attended last week with Mayor McDaniel, two (2) Town Auditors, Finance Director Hart, and Chief Operator/Superintendent Albertson wherein discussion occurred concerning Commissioner Siragusa’s responses to the Audit. Those responses will be given to Commissioners Longton and Jinkerson and will be discussed at the next meeting. Commissioner Quinn asked that a recommendation be included concerning nonoperational expenses with a dedicated amount chosen by and/or approval by the Commission. The Commission began discussion of recommendations regarding immediate attention such an IT for the WPCA which is done by an independent vendor and practices by the former Plant administrator without approval that were cited in the Audit, Audit recommendations that have already by addressed, and specific issues such as gasoline credit card purchases. A fuel expense report for the last 30 days was requested from Accountant Benway by Chairman Rogers and his discussion with Public Works concerning gas purchases. Discussion also focused on increased costs and union concerns for implementation of the recommended accounting practices. Chairman Rogers summarized the discussion by the Commission and the action items for completion.

i. Report from Mayor -- *None*

j. Report from Engineers

Chief Operator/Superintendent Albertson said the main pump project was completed and the chlorine containment project should be soon.

k. Old Business

1. Update on Forensic Audit.

Chairman Rogers said there has been no movement on Audit and he speculated there would not be until after the election. Per a question by Commissioner Quinn, Chairman Rogers said the criminal complaint is in the hands of the State Police and that he was told the delay was due to manpower/priority issues. He then asserted his belief that the investigation was being stalled for political reasons, a statement he stands by.

I. New Business

1. **THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to accept and approve the adjustment to the Uncasville Quick Lube sewer bill to compensate for their water leak(s).

Motion – Discussion – Roll Call

SAR-NO. 2020-04 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to accept and approve the adjustment to the Uncasville Quick Lube sewer bill to compensate for their water leak(s). Motion by Commissioner Siragusa; seconded by Commissioner Quinn. Discussion: Chief Operator/Superintendent Albertson explained that business used a lot of water that was not directly related to its business and asked for an adjustment of their sewer bill (not the water bill), for comparison to previous bills. A water line break that did not go into the sewer line resulted in a large sewer bill. Chairman Rogers explained how the leak was found. Roll Call vote: *In favor*, Commissioners Quinn, Rogers, and Chairman Rogers. *Opposed*, none. Motion carried, 3-0.

n. Reports/referrals from Planning & Zoning -- None

o. Payment of Bills -- None

Commissioner Siragusa asked if engineering bills were being received. Chief Operator/Superintendent Albertson said bills are received based upon expenses related to capital improvement projects that Commissioner Siragusa said he would like to see. Bills for attorneys and engineering bill should/will be included in the monthly report per Chairman Rogers.

II. Water Commission

a. Report from Engineers

Chief Operator/Superintendent Albertson reiterated the new DPH requirements for water samplings for lead and copper that he discussed earlier. Also, received two (2) complaints/requests for water sampling at the correction facility and a c

b. Old Business -- None

c. New Business -- None

d. Remarks from the Public

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

e. Remarks from Commission Members

Chairman Rogers thanked the Commission for his two (2) years and said he enjoyed his time on it. He asked about attaining volunteers for Commissions as addressed by Commissioner Siragusa.

f. Adjournment

Motion made by Commissioner Siragusa, seconded by Commissioner Quinn to adjourn the meeting at 7:15 p.m. Discussion, none. Voice Vote, 3-0, 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.