

Town of Montville Water and Sewer Commission
Regular Meeting Minutes – December 2, 2019 – 6:00 p.m.
Town Council Chambers – Montville Town Hall

1. Water and Sewer Commission

a. Call to Order

Commissioner Siragusa 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. Commissioner Siragusa introduced Commissioner Tim May who was appointed from the Town Council.

c. Roll Call

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

d. Alterations to the Agenda

Mayor McDaniel asked that New Business, Item 3 be added to the agenda for a quick Solar Farm Presentation regarding acquiring credits. Motion by Town Councilor May; seconded by Commissioner Longton to add New Business, Item #3, Solar Farm Presentation. Discussion: none. Voice vote; 5-0, all in favor. Motion carried.

e. Executive Session.

1. To Consider and Act on a Motion to enter into executive session for the purpose of a legal matter.

Motion by Commission Longton; seconded by Commissioner Quinn to enter in to Executive Session at 6:04 p.m. for the purpose of a legal matter. Discussion: Mayor McDaniel asked that he and Chief Operator/Supervisor Albertson be invited into Executive Session. Voice vote; 5-0, all in favor. Motion carried. *The Commission returned from Executive Session at 6:30 p.m. Commissioner Siragusa stated no votes were taken.*

f. To Consider and Act on motions for election of Chairman and Vice Chairman of the Town Montville Water Pollution Control Authority.

Motion by Commissioner May; seconded by Commissioner Quinn to nominate Commissioner Longton as Chairman. Discussion: Nominations were closed. Roll Call vote: *In favor* Commissioners Jinkerson, Longton, May, and Quinn; *Opposed* Commissioner Siragusa; 4-1 vote. Motion carried. *Chairman Longton took over the proceedings of the meeting.*

Motion by Commissioner Quinn; seconded by Commissioner Siragusa to nominate Commissioner Jinkerson as Vice-chair. Discussion: Nominations were closed. Roll Call vote: *In Favor* Commissioners Jinkerson, Longton, May, Quinn, and Siragusa, *Opposed* none, 5-0 vote. Motion carried.

- g. 1. To consider and act on a motion to approve the Regular Meeting Minutes of November 4, 2019.

Motion by Commissioner Siragusa, seconded by Commissioner Jinkerson to approve the Regular Meeting Minutes of November 4, 2019. Discussion: none. Voice vote; 5-0, all in favor. Motion carried.

- h. Communications pertaining specifically to matters which concern the Commission. --
None

- i. Remarks from the Public Regarding Items on the Agenda with a three-minute limit
Chairman Longton asked three (3) times for remarks. There were none.

- j. Report from Operations/Administration Division

WPCA Chief Plant Operator/Superintendent Albertson submitted an Operations Report for November 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. This time of year continues to show a transition to cooler temperatures and wetter conditions which can have a negative impact on overall treatment processes.

Effective waste sludge thickening (>5% solids) resulted in fewer truck hauls. Approximately 75 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.

The CTDEEP issued their October 24, 2019, *Sanitary Sewer Inspection Report* which was received on November 6. The report is a response from the regulatory body about their July 2019 CMOM review for the WPCF. The WPCA has 90 days to respond to the report's findings. No formal *Consent Decree* or *Notice of Violation* was issued (which would have been very specific as well as "binding" and may have been accompanied with a fine). One operator will be required to be dedicated fully to the collections system.

The WPCF staff has completed approximately 1 mile of inspection since receiving the camera in July 2019. Once staffing is adequate, a focus will be made on The Manor (Subsystem 2) found to

contain significant potential for I and I. Grant monies were applied for under The Clean Water Fund for planning for this project.

The significant storm event on November 24 did not cause an interruption of process or problems at the pump stations. Prior process control changes to allow for higher hydraulic loading enhanced the plant's ability to handle large flows sometimes associated with storm events.

1.2 Water Supply

The water supply met required standards. A larger number of potable water samples were collected to comply with the August 2019 CTDPH *Water Quality Monitoring Requirements* for the Montville Water Supply. The specific sampling sites were approved by the CTDPH.

November is CTDPH *Critical Infrastructure Security and Resilience Month*. As such, the Superintendent and water staff attended USEPA webinars, including Investing in Infrastructure Resilience Webinar Series: *Adapting to Extreme Weather Events*.

The Superintendent signed the *Requester Certification* for the June 2019 *Request for Authorization Under the General Permit for Diversion of Water Consumptive Use: Authorization Required Categories* (SE CT Intra-Regional Water Supply Response Plan).

2.0 Staff

2.1 Staff

No reports of employee injury this month. A list of employee phone numbers (as well as WPCA members) was provided in the drop box.

On November 20, Jeff Saltus of CONN-OSHA visited the plant for an informal safety inspection (specific to improving the *Town of Montville WPCA Permit-Required Confined Space Program*).

As indicated previously, the Superintendent conducted a review of the 2013 Woodard & Curran WPCF *Staffing Report*. The report is based on a NEIWPC (New England Water Interstate Water Pollution Control Commission, Lowell, MA) modelling program.

The CTDEEP does not set staffing levels; however, because the WPCF is a Class IV Facility, the Superintendent is required to have a Class IV license and be onsite during the 5-day work week. The Operator IV Operator must have an Operator III in charge in his absence. We currently have two Operator IIIs. Currently, 12 people work at the WPCF in capacities related to the operation (and administration) of the WPCF with one full-time operator equivalent--see attached Staff Listing from May 15, 2019. The Superintendent is acting as both the Superintendent and Administrator.

The 2013 report recommended 10.5 people (Full Time Equivalent Staff- FTES) for the operation of the wastewater facility (albeit with consideration a reduction of the overall process stance).

- The FTES did not include the time/responsibilities of the Superintendent (13 - 1 = 12)
- The FTES did not include the Account Clerk and Clerk (non-operational) positions (11 - 2 = 9)

- The FTES did not include one Water Operator (9 - 1 = 8)

The report would suggest current WPCF staffing is less than recommended- only 8 FTES involved in the WPCF work. Although, the 2013 report did not include specific reference to the more recent CMOM requirements, the staffing report recommended:

- One collections system operator
- One collection system maintainer

The Water Supply currently has a Chief Operator and an Assistant Chief Operator as per CTDPH requirements.

3.0 Equipment

An automatic transfer switch will be installed to ensure the rear of the plant receives adequate power during storm events (loss of street power). The unit is being constructed and will be installed in December 2019.

Manhole (frame) risers were placed along Jerome Road as part of paving operations. R & B Vaill Sewer & Septic repaired manholes within the sewer collection system.

The computer workstations were updated to Windows 10 (office) software.

A 20-year old TWAS pump failed and is being rebuilt.

Blower No. 7 has failed and is not repairable. A replacement blower will be addressed under next year's CIP budget.

4.0 Projects

A complete list of projects was provided in a summary table within the drop box.

A new aerial photograph (via drone) will be shot to document a new plant layout following the installation of new chlorine ASTs and the new chlorine system. The layout will be submitted to the CTDEEP and used for the pollution prevention plans and storm water management plans. A weather station will be installed outside of the operator control room and tied into the existing SCADA system. The station will allow for on-call personnel to manage plant conditions during storm events.

6.0 Development

Construction work has continued at the former Faria property for the proposed residential development (72-unit apartment complex). 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. CLA Engineers (Bob Deluca) was met to discuss the potential connection (to public sewers) of The Meadows Apartments.

7.0 Finances

7.1 Town Accountant Review

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

The WPCA records were again reviewed by Mahoney, Sabol & Company, LLP on November 4. The Superintendent would suggest the auditor assist in future policy changes related any changes in WPCA accounting.

During the September 2019 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*. Job description changes are supported by the various unions and the Mayor. The Town Council will need to approve the official transfer of accounting.

Joe Centofanti of PKF O’Connor Davis (WPCA Forensic Auditor) received a phone call from Detective Hoffner of the Connecticut State Police advising him to release those records taken from the WPCF. Mr. Centofanti’s assistant delivered the records to the WPCF on November 22.

Heather Siepmann, Audit Supervisor for Mahoney Sabol & Company, LLP (Town Auditor) delivered a final draft of the *Federal and State Single Audit Report and Management Recommendation Letter*. The report includes the significant deficiencies issued in regards to the forensic audit performed. The WPCA will need to complete a corrective action plan to report responses taken. A template will be provided by the Town Auditor by December 31.

Chief Operator/Superintendent Albertson summarized specific items on his report and concluded the plant was running well. He commented on the fewer number of sludge trucks, low effluents, and the water and sewer budgets included by M. Benway in the packets to the Commission. He also reported the budgets were under by 42% with the exception of the sewer chemicals that were higher but should decrease given the colder months.

k. Report from Mayor -- None

l. Report from Engineers

Chief Operator/Superintendent Albertson reported he spoke with Commissioner Siragusa and had identified 41 projects that are considered major and the engineering costs associated with them. He said they are moving through the projects quickly and more with the setup for CIP as the need arises and indicated the staff does a lot of the work in-house.

m. Old Business

1. Update on Forensic Audit.

Chief Operator/Superintendent Albertson reported Commissioner Siragusa had provided a line item list of forensics in the Audit and the procedures and policies now have a segregation of duties and a double-check system regarding disbursement of funds. He also explained that the Town's IT individual could not take over monitoring the WPCA accounting as it would change his duties and conflict with his existing contract. Chief Operator/Superintendent Albertson said any exchange of duties would require the approval of the Town Council, if deemed so by the Commission. He said he would put in a request for a consultant to prepare a formal response to forensics and the Town Audit for presentation to the Town Council on December 9. He will also present a corrective action plan to the State within 30 days working with the Finance Department and the Town Auditor. Commissioner Siragusa asked why a consultant was needed and Chief Operator/Superintendent Albertson replied he is not an accountant and felt he was out of his element. Mayor McDaniel concurred that with the weaknesses identified it made sense to have an outsider to codify and list procedures to move things forward on a monthly basis or as needed. Chief Operator/Superintendent Albertson said he was given a template by the Town Auditor. Commissioner Quinn responded about the uncomfortable situation but said policies are in place going forward and said the WPCA is doing a good job.

2. Status of Power Switch Installation.

Chief Operator/Superintendent Albertson explained the power switch installation would guarantee power to the rear of the plant and monitor it. He said the \$5,300 cost was approved and the switch order and would be installed by the end of December.

3. Status of Plant Road Survey.

Chief Operator/Superintendent Albertson said the finished survey found original monuments on Route 32 and said the A-2 survey should be completed by next week and will be given to the Town Attorney who will record it for a gas line. He said the A-2 survey will show a true easement. Commissioner Siragusa asked who owns the road, referring to Pink Row but Chief Operator/Superintendent Albertson said no one knows.

4. Status of Collection System Personal.

On October 24/2019, Chief Operator/Superintendent Albertson said a sanitary sewer inspection was done to review recommendations and the CMOM and said there was not an identified collections operator, although a union position, as encouraged in the 2013 State report. He suggested opening the position with an existing plant employee. Responding to a question by Commissioner Siragusa, Chief Operator/Superintendent Albertson said there are six (6) qualified employees but Commissioner Jinkerson stated he thought only one (1) person was to be totally responsible a collections operator. Mayor McDaniel said the position would have to be offered

first in the bargaining unit. Commissioner May stated the State cannot formally dictate nor did it state to hire for the position although Chief Operator/Superintendent Albertson said his concern was there was currently no one assigned to the position.

n. New Business

1. Report on Sewer Line Inspection

Chief Operator/Superintendent reported there are 74 miles of sewer in Town direct to the plant and 62 gravity sewer with manhole access. He stated 6.2 miles equals 10% a year or 13,750 feet of lines to camera. He added that the CMOM does not give a definitive percentage of line to camera per year and said if held to 10% it would fall short. Town Councilor May asked if it was secondary to camera to which Chief Operator/Superintendent Albertson said the protocol was flushing, jetting lines, and then camera.

- 2. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to set the 2020 Regular Monthly Meeting dates of the Water Pollution Control Authority on the First Monday of every month excluding holidays that will be scheduled on the Thursday of that week. The scheduled meeting dates are as follows: January 6th, February 3rd, March 2nd, April 6th, May 4th, June 1st, July 6th, August 3rd, September 10th (Thursday), October 5th, November 2nd, December 7th, 2020 to be held starting at 6:00 p.m. in the Town Council Chambers, Montville Town Hall.

Motion – Discussion – Roll Call

SAR-NO. 2020-09 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to approve the 2020 Regular Monthly Meeting dates of the Water Pollution Control Authority on the First Monday of every month excluding holidays that will be scheduled on the Thursday of that week. The scheduled meeting dates are as follows: January 6th, February 3rd, March 2nd, April 6th, May 4th, June 1st, July 6th, August 3rd, September 10th (Thursday), October 5th, November 2nd, December 7th, 2020 to be held starting at 6:00 p.m. in the Town Council Chambers, Montville Town Hall. Motion by Commissioner May; seconded by Commissioner Siragusa. Discussion: Mayor McDaniel noted as a point of order the wording “Water Pollution Control Authority” should be replace with “Water and Sewer Commission.” Motion by Commissioner May; seconded by Commissioner Siragusa to amend the motion as stated by Mayor McDaniel. Discussion: none. Roll Call vote: *In favor*, Commissioners Jinkerson, Longton, May, Quinn, and Siragusa. *Opposed*, none. Motion carried, 5-0. The vote on the original motion as amended: Roll Call vote: *In favor*, Commissioners Jinkerson, Longton, Quinn, May and Siragusa. *Opposed*, none. Motion carried, 5-0.

3. Solar Farm Presentation.

Attorney Paul Michaud of Michaud Law Group, LLC (accompanied by Lynn Nelson of N. Silver Brook Holdings, LLC) reported he was working with a local landowner regarding a 1.99 megawatt

solar system in Town and introducing a net meter working the Town to secure credits for the same over a period of 20 years. He stated the meters, five (5) of them, would be offsite and would not affect procurement and that the total output, 4 million, did not require any purchasing, only hosting. Attorney Michaud explained that the output would have to be matched with the Town facility for proper calculation. He also responded to Commissioner Quinn that the meters would all be virtual and not a master meter and said energy would go to an e-source for allocation. Mayor McDaniel explained that the letter of intent to accept does not prevent the Town or Board of Education from buying energy elsewhere or getting their own. Attorney Michaud did explain that the lock-in period was for 12 months. Mayor McDaniel spoke of the invitation for green energy, low emissions, and carbon offset. Commissioner Jinkerson said he did not understand the process nor was he a fan of Eversource. A motion by Commissioner Siragusa; seconded by Commissioner May to have Chairman Longton send a letter in agreement of intent was withdrawn. Commissioner May stated the letter was not a contract nor was this item on the meeting Agenda for this evening.

Motion by Commissioner May; seconded by Commissioner Siragusa to have a non-binding letter of intent as described by the solar farm presentation. Discussion: Chairman Longton clarified there was no obligation to sign nor would it require another vote. Voice vote: 5-0, all in favor. Motion carried.

o. Reports/referrals from Planning & Zoning

Commissioner Siragusa asked about policing the transfer stations per the vandalism he reported last month at a SCWA facility. Chief Operator/Superintendent Albertson said he would do follow on the concern.

p. Payment of Bills -- None

II. Water Commission

a. Report from Engineers

Chief Operator/Superintendent Albertson reported the water supply met standards and said water samples were collected from approved residences. He also stated the DPH and the Commission approved the \$25 rebate for participating residents. Chief Operator/Superintendent Albertson said he and the assistant chief have reviewed plans, are compliant, and know what to do if there is a problem.

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

Commissioner May remarked it was good to back and spoke of his previous tenure with the Commission. Mayor McDaniel thanked everyone from attending and said the Commission would move forward and again thanked everyone for their faith.

f. Adjournment

Motion made by Commissioner Siragusa, seconded by Commissioner Quinn to adjourn the meeting at 7:15 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.