

Town of Montville Water and Sewer Commission
Regular Meeting Minutes – January 6, 2020 – 6:00 p.m.
Town Council Chambers – Montville Town Hall

1. Water and Sewer Commission

a. Call to Order

Chairman Longton called the regular meeting of the Water and Sewer Commission to order at 6:00 p.m. and reminded everyone to please silence their cell phones.

b. Pledge of Allegiance

All stood and pledged the flag.

c. Roll Call

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

d. Alterations to the Agenda

Town Councilor May expressed his regret and retracted without reservation his statements in January 5th edition of *The Day*. He apologized to the citizens of Montville and the Commission stating he looked forward to serving on the Commission.

e. To consider and act on a motion to approve the Regular Meeting Minutes of December 2, 2019.

Motion by Commissioner Siragusa, seconded by Town Councilor May to approve the Regular Meeting Minutes of December 2, 2019. Discussion: none. Voice vote; 5-0, 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 Longton 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 December 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 except for one Total Suspended Solids exceedance (49 mg/l versus the *Maximum Daily Limit* of 45 mg/l on December 4). The concentration was not twice the limit and therefore, not reportable. This time of year continues to show a transition to cooler temperatures and wetter conditions.

Effective waste sludge thickening (>4.5% solids) resulted in fewer truck hauls for the fiscal year. Approximately 75 lbs/day of Total Nitrogen were discharged in the treated effluent, well below the CTDEEP WPCF general permit limit.

The significant storm event on December 13 and 14 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.

The *Invitation for Bid* for the expiring sludge hauling contract was written and advertised in *The Day* beginning January 4. The invitation will be posted on both the Town website and the WPCA website. The existing 3-year contract (with D W Transport & Leasing) will expire in March 2019.

A review of Rand-Whitney data showed an overall decrease in flow contribution to the plant influent (and thus billing).

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. Backflow preventer inspections were completed by year end.

The recently installed influent pumps do not require “seal water”. Because of this, the overall potable water demand at the WPCF has dropped considerably.

December 4 was *World Water Loss Day*. As such, a water audit was conducted indicating the “unaccounted for water” in the Montville Water Supply was less than the national average. Additional measures will be taken in the future to “account” for water used in flushing.

2.0 Staff

2.1 Staff

No reports of employee injury/accidents this month. No union grievances were received. All staff have completed the required teaching credit hours (TCHs) necessary to maintain their (CTDPH/CTDEEP) water/wastewater certifications.

As indicated, Jeff Saltus of CONN-OSHA visited the plant in November for an informal safety inspection (specific to improving the *Town of Montville WPCA Permit-Required Confined Space Program*). Once a formal inspection report is received, additional documentation and training will be conducted to enhance safety protocols.

It was previously recommended that due to the October 2019 CTDEEP (CMOM) inspection that one of the existing operators be used in the collection system for cleaning/camera operations.

As part of the requisite operator training hours, two operators attended the *CMOM- No Microplastics or FOG* (fats, oils, and grease) seminar class at the CTDEEP facility in Old Lyme. Online platforms for safety/laboratory (staff) training are being explored from *American Water Works Association* and *IDEXX Water*, respectively. The Superintendent attended an information session for the proposed *General Permit for Discharges from Miscellaneous Industrial Users* (MIU GP) on December 16. He has submitted an application for Water Environment Federation (WEF) *Water Leadership Institute* (online) program for water/wastewater professionals.

The Superintendent has submitted an abstract to the *New York Rural Water Association 41st Annual Technical Training Workshop & Exhibition* (May 18-19, 2020 in Lake Placid, NY). The abstract summarizes the proposed cross-country clearing project between Fellows Road and Old Colchester Road.

3.0 Equipment

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

Blower No. 7 has failed. A replacement blower will be addressed under next year's CIP budget. Representatives from Atlas-Copco and WESTON were met onsite on December 18 to discuss the existing (failed) blower and a potential replacement option.

Bids were solicited for the sale of the old pump truck. Two septic haulers submitted formal bids for purchase with R & B Vaill LLC having the higher bid.

Preliminary research is being conducted for the repair/replacement of the influent flow meter from Rand-Whitney.

The Town of Montville joined the *Massachusetts Higher Education Consortium* (MHEC), a collaborative marketplace for pre-vetted products and services.

4.0 Projects

At times foaming is present in the process tanks; the result of a surfactant in the influent wastewater. Performance Chemical representatives were met to discuss options for de-foaming additives.

LED lighting was installed in the GBT room and Headworks Building to address safety concerns.

The Superintendent and WPCA Engineer (Wright-Pierce) applied for CTDEEP *Clean Water Fund* reserve of (grant) monies relative to the I and I in Subsystem 2 (*The Manor*) of the sewer

collections system. The fund is provided by the USEPA but administered by the CTDEEP in a revolving account.

Dan Joyce of Balanced Rock Energy (existing WPCA energy broker) was met on December 17 to review the proposed cogeneration energy supply and the WPCA existing contract for electrical energy purchases.

The finalized right of way (easement) drawing (from Boundaries LLC, surveyor) and will be supplied to Eversource prior to the natural gas installation. This map will also be used by Town Council to obtain title insurance for the affected property. Shaun Conboy of VFS LLC, Dan Fisher of ICDS LLC, and Matt Willis, Esquire of Halloran Sage were met to discuss the status of the project specific to the easement and natural gas line installation. At some point, notification should be made to the property owner.

George Pendleton of Martinez Coach & Associates was met onsite on December 18 to review potable water supply for the proposed grit removal system.

Barry Parfitt (Wright-Pierce) and Attorney Willis were met on December 18 to finalize the *Preliminary Design Report- Sewer Easement Improvements* report and the status of the existing sewer line easements. Four existing easements will be modified and one new easement will be created to accommodate the existing sewer main extending from Old Colchester Road to Fellows Road.

Descriptions of other projects were previously provided in the November 2019 drop box.

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*. A site plan for *Lindo Construction, LLC* residential development at 90 Maple Avenue was received. A laundromat is proposed for 1031 Conn Route 32. CLA Engineers 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”.

Joe Centofanti of PKF O'Connor Davis (WPCA Forensic Auditor) provided an additional invoice (“final billing” - \$4,250) for forensic audit conducted earlier this year. No contractual agreement is available for review to confirm the approximately \$20,000 (total) fee. No information was provided itemizing the charges.

Chief Operator/Superintendent Albertson summarized specific items on his report and concluded December was a good month. He commented on the items under 1.1 of the report and corrected the expiration date for the existing 3-year contract with D W Transport & Leasing as being March 2020 and said the rate of sludge trucks has been less in the last six (6) months. Superintendent/Chief Operator Albertson also commended the team for their monitoring of the significant rain events of December 13 and 14. Responding to questions from Town Councilor May and Commissioner Siragusa respectively, Superintendent/Chief Operator Albertson said the rain event he commented on produced 2 ½ -- 3 /12 inches or and 80% increase in flow (less than 100% cap) and said although the water system is a closed system water from manholes are considered flow and typically produce 16 gallons of water in an hour. He also said wet condition in October-December raised water tables and ground water. Town Councilor May commented similarly on water incursion sump pumped from homes.

i. Report from Mayor

Mayor McDaniel commented on the Rand-Whitney item reported by Superintendent/Chief Operator Albertson in his report. He said the plant was drawing water from Wheeler Pond per a diversion permit because it was so high and said it was the reason for their using less Town water.

j. Report from Engineers

Chief Operator/Superintendent Albertson reported that six (6) months of Rand-Whitney data from this year was compared to last year and it was noted component flows for each time period were similar. He also commented on the LED lighting project outlined in his monthly report and said Eversource would inspect the installation at no cost and would reimburse the cost of the light bulbs, not the labor. As to the fuel-cell project, he said the land survey had been completed and it has a right of way and he said he would be meeting with the Town Attorney regarding proper documentation of the same. Superintendent/Chief Operator Albertson clarified for Commissioner Jinkerson that the labor for the LED project required an electrician to repair outlets.

k. Old Business

1. Update on Forensic Audit and Status of Audit recommendations.
 - a. Form a Subcommittee

Chairman Longton spoke of a proposed subcommittee for review of the audit and forward the findings to Town Administration for recommendation. He said he did not feel the task would take more than a month and said the subcommittee would include two (2) commissioners, Commissioners Jinkerson and Quinn who he spoke with and had agreed. Chairman Longton also said the Commissioners would meet one (1) time a week with Superintendent/Chief Operator Albertson. He clarified the subcommittee would examine the audit, recommend, and determine what the Commission can do as well as Town Administration and come back to the next meeting with its results. Commissioner Jinkerson wanted specification on responsible parties, steps taken, and findings of the investigation, specifically the charge for the subcommittee, its scope, and time

frame. Commissioner Siragusa asked what happened to the recommendations he drew up four (4) months ago concerning the audit. Commissioner Quinn commented that every commissioner should have a say on steps to take as to the audit. Town Councilor May spoke about an outside firm that handles such things and proposed their review of the audit for holes and to answer all questions. Commissioner Jinkerson disagreed and said wording/wordsmithing he could do and volunteered for the same stating the audit comments and recommendations were clear. Superintendent/Chief Operator Albertson stated he “does not want to own it” and wanted Commission input.

Mayor McDaniel said controls for credit card use would resolve 90% of the problems. He stated Commissioner Siragusa prepared a fantastic outline of the audit and said the subcommittee could create more restrictive policy measures and limits specified the lack of supportive documentation as an example. Per the audit, Mayor McDaniel also said a lot of the audit recommendations needs to be memorialized but said many have been done or are being done. Superintendent/Chief Operator Albertson concurred that a lot of the measures had already been implemented.

Motion by Town Councilor May; seconded by Commissioner Quinn to charge the subcommittee with the following: 1) To examine the Forensic Audit and separate a) WPCA actions and b) Town Administration actions; 2) To examine WPCA actions make recommendations on how to implement them; 3) To recommend any additional important WPCA action that need to be implemented; and 4) To prepare a report to be brought back to the February 3, 2020, Commission meeting. Discussion: Town Councilor asked whether the subcommittee members would be identified with the motion. Chairman Longton said the subcommittee would be authorized first and then the members. Roll Call vote: *In favor*, Commissioners Jinkerson, Quinn, Town Councilor May, and Chairman Longton. *Opposed*, Commissioner Siragusa. Vote 4-1. Motion carried.

Motion by Town Councilor May; seconded by Commissioner Quinn to authorize Commissioners Jinkerson and Quinn to get the Subcommittee underway and meet with Superintendent/Chief Operator Albertson and Accountant Benway as suggested. Voice vote, 5-0, all in favor. Motion carried.

2. Discussion of Solar Farm Financing.

At the request of Chairman Longton, Mayor McDaniel clarified financing, Town responsibility and other matters associated with the solar farm credits. Mayor McDaniel began by stating there was no financing involved and said the solar company was seeking potential customers to obtain energy to build a solar farm. Eversource would offer the energy credits and the WPCA would receive the credit on their bill for a portion of renewable credits Mayor McDaniel explained there was no downside to the Town as it was only committing to interest in the solar company seeking the credits and agreeing to not seek energy elsewhere for 12 months. He also informed the

Commission of the Town’s approval and an email received from the Board of Education to meet with its Director of Facilities Steve Carroll. Town Councilor May responded to a question by Commissioner Siragusa concerning the pursuit of solar power at the plant some years ago.

i. New Business

1. Task Superintendent Derek Albertson to gather two (2) dozen WPCA Office Procedures. Chairman Longton mentioned the lack of WPCA procedures also identified in the Forensic Audit. He said he had asked Superintendent/Chief Operator Albertson to obtain at least two (2) dozen copies of procedures from various WPCA’s. Superintendent/Chief Operator Albertson said he was looking for language that would apply to WPCA procedures that he researched and discussed with Accountant Benway. He is looking for examples that specifically relate to segregation of duties and said he and Accountant Benway had looked at Commissioner Siragusa’s audit notes a lot of which has been put into practice. Suggestions were made by the Commission, but Town Councilor May suggested having the engineering firm retained by the WPCA set up policies and procedures specific to municipalities. Superintendent/Chief Operator Albertson commented he would have to pay firms to do the work.

m. Reports/referrals from Planning & Zoning

Commissioner Siragusa had no report but asked about the Old Business items on last month’s agenda that were removed from the agenda without resolution or completion which he said should not be done. Superintendent/Chief Operator Albertson reported the power switch would be completed this week. Commissioner Siragusa also commented he thought there would be sewer line reviews each month. Superintendent/Chief Operator Albertson said 150 feet of line was done this week and said the State did not set a minimum requirement for cleaning or camera operations. When asked about the collection system personnel discussed at prior meetings, he said the matter is with the Town Attorney. Mayor McDaniel explained there is no job description for the position. He said it was put in the contract that was then negotiated but former WPCA administrative staff did not follow through with it. Mayor McDaniel said the job description must be approved by Town Administration and the Town Council.

n. Payment of Bills

- 1. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to approve PKF O’Conner Davies November 2019 invoice for Four Thousand Two Hundred Fifty Dollars and No Cents (\$4,250.00) as related to the 2019 WPCA Forensic Audit.

Motion – Discussion – Roll Call

SAR-NO. 2020-10 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to approve the PKF O’Conner Davies November 2019 invoice for Four Thousand Two Hundred Fifty Dollars and No Cents (\$4,250.00) as related to the 2019 WPCA

Forensic Audit. Motion by Commissioner Siragusa; seconded by Commissioner Quinn. Discussion: Mayor McDaniel said according to Superintendent/Chief Operator Albertson’s report the bill was sent with no information as to the work done. Superintendent/Chief Operator Albertson responded to Town Councilor May’s question to the amount paid as \$20,000. Town Councilor May said the Commission only voted on \$10,000. Motion withdrawn by Commissioner Siragusa; seconded by Commissioner Quinn. Voice vote; 5-0, all in favor. Motion carried.

II. Water Commission

a. Report from Engineers

Chief Operator/Superintendent Albertson reported the water supply had a good month and stated that December 4 was World Water Loss Day. He said he and Accountant Benway reviewed water usage, water purchased, and what was billed out which equaled 10 percent. Town Councilor May said that level was the same 3-4 years ago.

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 Jinkerson spoke of his year with the Commission that has been a troubled time. He said the lack of civility on the Commission was frustrating as well as “look[s] at people like they are stupid.” He also said he may not know everything but he explained he joined the Commission as he wanted to help the Town of Montville and seek the best for the ratepayers/taxpayers. Commissioner Jinkerson also commented on the treatment of Superintendent/Chief Operator Albertson that he described as “bulldozed” and emphasized the need to treat each other with respect. Commissioner Quinn asked why *The Day* was still looking into things regarding the audit. Superintendent/Chief Operator Albertson commended the team for their diligence during the very wet months of October – December.

f. Adjournment

Motion made by Commissioner Quinn, seconded by Commissioner Jinkerson to adjourn the meeting at 7:12 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