



TOWN OF VERNON WATER POLLUTION CONTROL AUTHORITY

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OFFICE OF THE
WATER POLLUTION
CONTROL AUTHORITY

APPROVED

REGULAR MEETING MINUTES WATER POLLUTION CONTROL AUTHORITY FEBRUARY 25, 2016

Attendees:

Chairman E. Ray Weaver, John Anderson, Elizabeth Landry, Andrew Tedford and Ralph Zahner. Also present Robert I. Grasis, Director, Water Pollution Control; Darrell Lupacchino, Collection System Foreman; John Ward, Town Administrator; Vincent Purnhagen, Town Attorney and Stephen Seigal, P.E., BCEE & Bond Tighe & Bond

CALL TO ORDER

The meeting was called to order by Chairman Weaver at 7:30 p.m.

PUBLIC COMMENT

None.

MINUTES OF THE WPCA REGULAR MEETING HELD ON JANUARY 28, 2016

Mr. Anderson, seconded by Mr. Zahner, made a motion that the Water Pollution Control Authority accepts the minutes of the January 28, 2016 WPCA Regular Meeting as presented. There was no discussion and the motion passed unanimously (5-0-0).

EXECUTIVE SESSION TO DISCUSS TOLLAND AND SKIP'S/WASTEWATER SERVICES UPDATE

Mr. Anderson, seconded by Mr. Tedford made a motion that the Vernon Water Pollution Control Authority, pursuant to the authority given in Connecticut General Statutes, Section 1-200 (6) (B) and (D) hereby moves to go in to Executive Session to discuss pending litigation matters regarding Town of Vernon Water Pollution Control Authority v Tolland WPCA and invites John D. Ward, Town Administrator; Rob Grasis, Director, Water Pollution Control; Attorney Vincent Purnhagen and any other persons the Water Pollution Control Authority deems appropriate, to attend the Executive Session. The motion passed unanimously (5-0-0) and The Authority entered into Executive Session at 7:32 p.m. Mr. Anderson, seconded by Mr. Zahner motioned to exit Executive Session. The motion passed unanimously (5-0-0) and the Authority came out of Executive Session at 8:02 p.m. Mr. Anderson, seconded by Mr. Tedford made a motion that the Town of Vernon Water Pollution Control Authority hereby resolves to enter into the proposed stipulated agreement in the matter of the Tolland WPCA upon the terms and conditions discussed in Executive Session. Once all parties accept and formally enter into said agreement, the document shall be made part of the public record. The motion passed unanimously (5-0-0).

SHOW CAUSE HEARING

Mrs. Landry, seconded by Mr. Tedford made a motion to postpone the Show Cause Hearing until the next regularly scheduled meeting. The motion passed unanimously (4-0-1); Mr. Zahner had left the room.

INTRODUCTION OF ENGINEERING FIRM FOR TREATMENT PLANT UPGRADE

Mr. Grasis introduced Stephen Seigal, P.E., BCEE & Vice President of Tighe & Bond to the Authority. Mr. Seigal gave an overview of the facilities plan relative to the treatment plant upgrade, explained study costs and

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answered questions from the Authority. Mr. Seigal said that he would attend the Authority meetings and prepare monthly updates. Mr. Seigal recommended that 12 to 34 flow meters be installed throughout the collection system by April, in order to monitor flow rates and to identify possible bottlenecks in the system. Mr. Lupacchino recommended that a full study with 34 flow meters be conducted and Chairman Weaver agreed. Mr. Zahner, seconded by Mrs. Landry, made a motion to support the Water Pollution Control staff to enter into an agreement to install 34 flow meters into the Collection System as part of the facilities plan. The motion passed unanimously (5-0-0). Mr. Anderson requested that Mr. Seigal's updates be a regular agenda item.

PLANT SUMMARY

Mr. Grasis said that the plant is running well; electricity and gas consumption is down from last year due to the warmer weather; septage is up from last year, also due to the warmer temperatures. At the request of Mr. Grasis, Mr. Boske added information to the plant summary so the Authority can see how much phosphorus needs to be removed from the treatment process. Regarding the Facilities Study, Mr. Grasis said that he is negotiating the scope of services with Tighe & Bond. Relative to Current Activities, interviews will be conducted soon for the Financial Analyst position; the Assistant Tax Collector candidate background check has not yet been completed; there is no new information from OPM regarding the purchase of the camera truck; staff will be taking CPR training over the next three months; revised bids will be needed for the installation of the regen boiler coils; and Collection System staff has been working on organizing maps for the collection system. Mr. Grasis updated the Authority regarding sewer work that will be done on South and Grove Streets.

REQUEST FOR BID WAIVER FOR THE PURCHASE OF IMPELLER AND PARTS FOR THE PHOENIX STREET PUMP STATION

Mr. Grasis and Mr. Lupacchino provided background and details on this item. After much investigation, Mr. Grasis said the Cornell pumps, which were purchased in September of 2013, have never worked according to specifications. After a meeting with Ray Bahr of Blake Equipment, it was found that the bid specifications were incorrect. The old pumps have since been reinstalled, Mr. Lupacchino said, and at this time, he would like to try to bring only one of the old pumps up to speed to see if it works correctly. In order to do this, the purchase of an impeller and parts are needed. Mr. Tedford, seconded by Mr. Zahner, made a motion that the Water Pollution Control Authority waives the bid for the purchase of the pump impeller and parts from Blake Equipment for the Phoenix Street Pump Station in the amount of \$8735.00 and funds for said purchase will come from the Sewer Connection Account. Chairman Weaver said that Blake Equipment is the authorized dealer for this region and the Authority will need to use them for this purchase. The motion passed unanimously (5-0-0).

REVIEW OF PROPOSED WATER POLLUTION CONTROL AUTHORITY BUDGET #10116157; HOUSING AUTHORITY SEWER SUBSIDY BUDGET #10673282; WASTE TREATMENT OPERATING BUDGET #41345700 AND TOWN CAPITAL IMPROVEMENTS BUDGET REQUEST FOR FISCAL YEAR 2016/2017.

Chairman Weaver said that because the Wastewater Treatment Plant budget is not complete, the Authority may need a special meeting to discuss and approve that budget. Mr. Grasis said that because the Finance Department is undergoing an audit, it was unable to provide budget numbers at this time; the lack of a Financial Analyst delayed the completion of the budget as well. Chairman Weaver recommended that the Authority review the Water Pollution Control Authority budget and the Housing Authority budget at this time. Chairman Weaver asked that the Authority review the treatment plant budget as presented before the special meeting. Mr. Zahner, seconded by Mr. Tedford, made a motion to have a special meeting on March 8, 2016 at 7:00 p.m. to approve or amend the Wastewater Treatment Plant budget. The motion passed unanimously (5-0-0).

Mr. Grasis presented the Water Pollution Control Authority budget, the Housing Authority Sewer Subsidy budget and Capital Improvement Requests for 2016-2022 to the Authority.

Mrs. Landry, seconded by Mr. Anderson, made a motion that the Water Pollution Control Authority recommend to the Mayor and the Vernon Town Council, Water Pollution Control Authority Budget #10116157 for fiscal year 2016/2017 in the amount of \$7235.00. The motion passed unanimously (5-0-0).

Mr. Anderson, seconded by Mr. Zahner, made a motion that the Water Pollution Control Authority recommend to the Mayor and the Vernon Town Council, Housing Authority Sewer Subsidy Budget #10673282 for fiscal year 2016/2017 in the amount of \$50,450. The motion passed unanimously (5-0-0).

Regarding the Capital Improvement requests, Mr. Zahner suggested that the purchase of emergency generators for four of the pump stations be staggered every three years. Mr. Anderson, seconded by Mrs. Landry, made a motion that the Water Pollution Control Authority recommend to the Mayor and the Vernon Town Council, 2016-2022 Capital Improvements Requests. The motion passed unanimously (5-0-0).

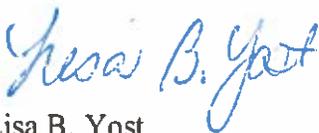
REVIEW AND APPROVAL OF POLICY ON THE FILMING OF PUBLIC MEETINGS

Mr. Grasis referenced a memo and template from Town Administrator John Ward for the consideration of adopting a Policy on the Filming of Public Meetings. A discussion took place relative to the placement of cameras and accessories. Mr. Anderson, seconded by Mr. Tedford made a motion to approve the recommended template described by Administration and to change Item #4 to read "Cameras and accessories will be placed in the rear of the room." The motion passed unanimously (5-0-0).

ADJOURN

Mr. Anderson, seconded by Mr. Zahner made a motion to adjourn. The motion passed unanimously (5-0-0) and the meeting was adjourned at 9:50 p.m.

Respectfully submitted,



Lisa B. Yost
Secretary, Water Pollution Control

**TOWN OF VERNON WATER POLLUTION CONTROL AUTHORITY
POLICY ON THE FILMING OF PUBLIC MEETINGS**

Whereas, pursuant to Connecticut General Statutes, Sec. 1-226 Recording, broadcasting or photographing meetings, the Public has a right to film any meeting of a public board or commission that is conducting an open meeting, and

Whereas, the Water Pollution Control Authority has a right and obligation to conduct its business in an unimpeded and efficient manner,

The Water Pollution Control Authority hereby adopts this Filming of Public Meetings Policy.

1. (For meetings that occur in the Council Chambers) Cameras and accessories, including tripods, may be set up in the back (northern) half of the Council Chambers. Said equipment may not impede general traffic flow, obstruct the view of the audience, or block or otherwise be in violation of the CT Fire Safety Code and the CT Fire Prevention Code regarding exiting, and must provide a continuous and unobstructed path of travel for all meeting attendees.
2. (For meetings that occur in other locations) Cameras and accessories, including tripods, may be set up. Said equipment may not impede general traffic flow, obstruct the view of the audience, or block or otherwise be in violation of the CT Fire Safety Code and the CT Fire Prevention Code regarding exiting, and must provide a continuous and unobstructed path of travel for all meeting attendees.
3. The person filming, shall be requested to handle the filming as inconspicuously as possible and in such as not to disturb the proceedings of the public agency.
4. Cameras and accessories will be placed in the rear of the room.
5. Filming may only take place once a meeting has opened.
6. A meeting is considered closed during a recess, and no filming may occur during this time.
7. Meetings recorded solely by the Town of Vernon using approved audio & video equipment shall be constitute an "official meeting" recording of a Vernon Board or Commission.

Date Approved: February 25, 2016