

**WATER POLLUTION CONTROL AUTHORITY MINUTES**

For minutes prior to January 2004, please contact Judy Archer of Public Works  
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**CITY OF NORWALK  
WATER POLLUTION CONTROL AUTHORITY  
JULY 21, 2008**

Attendance: Mayor Moccia  
John Atkin, Chairman  
Darren Oustafine, Vice Chairman  
Fred Wilms  
Lewis Clark  
Andrew Conroy

Staff: Hal Alvord, DPW Public Works Director  
Lisa Bardon, DPW Operations Manager  
Ralph Kolb, DPW Wastewater Systems Manager

Others: Kevin Dahl, CH2MHill OMI  
Tim Dupuis, Camp Dresser & McKee  
Dominick DiSalva, Malcolm Pirnie  
Liz Ann, Resident  
Mark Wilson, Resident

1. **PUBLIC HEARING ON THE WASTEWATER TREATMENT PLANT FACILITY PLAN AND CSO/WETWEATHER (HEADWORKS) PROJECT (COPY OF PUBLIC NOTICE INCLUDED)**

Chairman Atkin opened the public hearing at 5:30PM  
Chairman Atkin closed the public hearing at 5:32PM  
No one from the public spoke

**WPCA REGULAR MEETING**

1. **CALL TO ORDER**

Chairman Atkin called the meeting to order at 5:33PM

1. **APPROVE THE MINUTES FROM WPCA MEETING HELD ON JUNE 16, 2008 (COPY INCLUDED)**

**\*\* MR. WILMS MOVED TO APPROVE THE MINUTES**

**\*\* MOTION PASSED UNANIMOUSLY**

Mr. Conroy said he had missed the last two meetings due to an unexpected illness.

1. **BE IT RESOLVED THAT IT IS IN THE BEST INTERESTS OF THE WATER POLLUTION CONTROL AUTHORITY FOR THE CITY OF NORWALK TO ENTER INTO CONTRACTS WITH THE DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR THE HEADWORKS& MAIN LIFT STATION CAPACITY EVALUATION. IN FURTHERANCE OF THIS RESOLUTION, JOHN ATKIN, THE CHAIRMAN IS DULY AUTHORIZED TO ENTER INTO AND SIGN SAID CONTRACTS ON BEHALF OF THE WATER POLLUTION CONTROL AUTHORITY FOR THE CITY OF NORWALK. THE CHAIRMAN IS FURTHER AUTHORIZED TO PROVIDE SUCH ADDITIONAL INFORMATION AND EXECUTE SUCH OTHER DOCUMENTS AS MAY BE REQUIRED BY THE STATE OR FEDERAL GOVERNMENT IN CONNECTION WITH SAID CONTRACTS AND TO EXECUTE ANY AMENDMENTS, RESCISSIONS, AND REVISIONS THERETO.**
  
1. **BE IT RESOLVED THAT IT IS IN THE BEST INTERESTS OF THE WATER POLLUTION CONTROL AUTHORITY FOR THE CITY OF NORWALK TO ENTER INTO CONTRACTS WITH THE DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR THE FACILITY PLAN. IN FURTHERANCE OF THIS RESOLUTION, JOHN ATKIN, THE CHAIRMAN IS DULY AUTHORIZED TO ENTER INTO AND SIGN SAID CONTRACTS ON BEHALF OF THE WATER POLLUTION CONTROL AUTHORITY FOR THE CITY OF NORWALK. THE CHAIRMAN IS FURTHER AUTHORIZED TO PROVIDE SUCH ADDITIONAL INFORMATION AND EXECUTE SUCH OTHER DOCUMENTS AS MAY BE REQUIRED BY THE STATE OR FEDERAL GOVERNMENT IN CONNECTION WITH SAID CONTRACTS AND TO EXECUTE ANY AMENDMENTS, RESCISSIONS, AND REVISIONS THERETO.**
  
1. **BE IT RESOLVED THAT IT IS IN THE BEST INTERESTS OF THE WATER POLLUTION CONTROL AUTHORITY FOR THE CITY OF NORWALK TO ENTER INTO CONTRACTS WITH THE DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR GEOTECHNICAL INVESTIGATION. IN FURTHERANCE OF THIS RESOLUTION, JOHN ATKIN, THE CHAIRMAN IS DULY AUTHORIZED TO ENTER INTO AND SIGN SAID CONTRACTS ON BEHALF OF THE WATER POLLUTION CONTROL AUTHORITY FOR THE CITY OF NORWALK. THE CHAIRMAN IS FURTHER AUTHORIZED TO PROVIDE SUCH ADDITIONAL INFORMATION AND EXECUTE SUCH OTHER DOCUMENTS AS MAY BE REQUIRED BY THE STATE OR FEDERAL GOVERNMENT IN CONNECTION WITH SAID CONTRACTS AND TO**

**EXECUTE ANY AMENDMENTS, RESCISSIONS, AND REVISIONS  
THERE TO.**

**ITEMS 4-6 WERE COMBINED**

- \*\*MR. WILMS MOVED TO APPROVE ITEMS 4-6**
- \*\* MOTION PASSED**
- \*\* ONE ABSTENTION- MR. CONROY**

1. **AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN OF THE WATER POLLUTION CONTROL AUTHORITY TO EXECUTE AN AMENDMENT TO THE DECEMBER 2, 2006 AGREEMENT WITH WRIGHT-PIERCE IN THE AMOUNT OF \$25,000 TO PROVIDE PROFESSIONAL SERVICES RELATED TO SCADA/I&C RADIO SURVEY IN ACCORDANCE WITH A LETTER PROPOSAL DATED JULY 15,2008.**

**ACCOUNT NO. 224062 5298**

Mr. Kolb said that Wright Pierce will be the contractor and they have received quotes from Ritech and TCI to conduct the field survey to analyze communications from all 22 pump stations back to the WWTP. He said even though Ritech is the more expensive company they are able to provide more information and produce a better report and analysis. He said that Wright Pierce will be overseeing the field survey from start to finish and will be preparing a final report of their conclusions. He said as part of the scope they would be looking at the City as a whole so that other departments could communicate on the mesh network. Ms. Bardon said that previously Digital Back Office which is the City's IT department's consultant had been retained to perform this study and there were some issues with the completeness of the study which were tried to be worked through by Wright Pierce but were unable to resolve all the issues which was primarily due to this scope of work is not what Digital Back Office normally performs. She said it was negotiated that half their fees be paid and that Wright Pierce through one of their subcontractors would pick up from where Digital Back Office study left off as far as completeness. Mr. Wilms asked if this network would be used for emergencies only or if it would be ongoing. Mr. Kolb said it would be used for both.

- \*\* MAYOR MOCCIA MOVED TO APPROVE THE ITEM**
- \*\* MOTION PASSED UNANIMOUSLY**

1. **AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN OF THE WATER POLLUTION CONTROL AUTHORITY TO EXECUTE AN AGREEMENT WITH MALCOLM PIRNIE IN THE AMOUNT OF \$57,500 TO PROVIDE PROFESSIONAL SERVICES RELATED TO FINANCIAL MODEL ANALYSIS (BUDGET AND CONSUMPTION BASED BILLING) IN ACCORDANCE WITH A LETTER PROPOSAL DATED JULY 15, 2008. (COPY INCLUDED)**

**ACCOUNT NO. 224062 5298**

Ms. Bardon said this is a scope of service related to the Common Council's request to look at consumption based billing methodology. She said that at the last meeting Mr. Wilms had requested that all the different scenarios be looked at related to the WWTP upgrade and said that is underway and that the rest of the scope goes through all of the requirements to go to consumption based billing. Chairman Atkin asked if this was done through a bid. Ms. Bardon said "no" and that Malcolm Pirnie had already performed an initial study in 2005 and this scope is to update that study and to further expand on what has already been done. Mayor Moccia said that there is a system that is currently in place and that is working and is fair. He said with consumption based billing homeowners could be forced to pay what other cities are paying. Chairman Atkin asked if the vote that the Common Council took concerning the approval of the WPCA budget was contingent on this study being done. Mr. Alvord said "no" and was contingent based on the resolution was on the WPCA's agenda last month and that it would be passed which it was.

**\*\* MOVED BY MR. CLARK TO APPROVE THE ITEM**

**\*\* MOTION PASSED**

**\*\* TWO ABSTENTIONS- MAYOR MOCCIA, MR. CONROY**

1. **AUTHORIZE THE CONTINUATION OF SERVICES WITH OMI, INC. TO PROVIDE ADMINISTRATIVE SUPPORT FOR SEWER USE BILLING FOR A SUM NOT TO EXCEED \$20,000**

**ACCOUNT NO. 224062 5298**

Mr. Kolb said that a continuation of services with OMI, Inc. is being requested because he continues to receive special billing appeals from last year and that the new sewer use bills were sent out on July 1, 2008 and are now receiving appeals for this fiscal year. Ms. Bardon said there is a WPCA Coordinator position that was funded July 1, 2008, but it is still working through the system and is projecting that it may be another couple of months before the Personnel Department can get the position posted. She said that this \$20,000 is offset by the funds that are not being spent out of the salary account because the position has not yet been filled. Chairman Atkin asked if the appeals have decreased over the years. Mr. Kolb said that he has received approximately 20 this year.

**\*\* MAYOR MOCCIA MOVED TO APPROVE THE ITEM**

**\*\* MOTION PASSED UNANIMOUSLY**

1. **APPROVE UPDATE TO THE FATS, OILS AND GREASE (FOG) PROGRAM POLICY. (COPY INCLUDED)**

Mr. Kolb said this is to make a few modifications to the Fats, Oils, and Grease program policy so that the policy would not need to be changed every year.



**\*\* MOVED BY MR. WILMS TO APPROVE THE ITEM**

**\*\* MOTION PASSED UNANIMOUSLY**

1. **REPORTS:**

1. FY07-08 Revenues/Expenditures Report (report included)

Ms. Bardon said that the WPCA will be ending the year in a good financial position and that she anticipates that over \$1 million dollars will be added to the fund balance this year.

1. Sewer Connection Fee & Sewer Use Bill Appeals/Adjustments Update
1. LUC 981- Commercial/Residential owned by Tax Exempt entity clarification (i.e. Religious)

Mr. Kolb said that there has been an issue with some of the land use codes and the billing method that is used to calculate the sewer use fees. Ms. Bardon said that there is a difference of opinion with the Tax Collector's office on this is and is seeking the opinion of the Board. She said entities such as religious institutions are tax exempt but are not exempt from the sewer use fees. She said there are some religious entities that are in condominiums that have a land use code of a religious entity and said they should like every other religious entity pay the sewer use fee. Chairman Atkin asked if there is only one property in question. Ms. Bardon said "no" and that there are a few in question. After further discussion it was the consensus of the Board that the properties should be considered as commercial mixed use.

1. Information Copies
1. Norwalk River Interceptor Public Notice (copy included)

Mr. Kolb said there is a pre-bid meeting scheduled for Wednesday, July 23, 2008, and the bids will be due back on August 12, 2008.

1. **CONTRACT OPERATIONS REPORT:**

1. Public Works Director Report:
2. Odor Issues

Ms. Bardon said there were no odor issues or complaints received this month.

1. MPI Report on Nitrogen Performance (representative from Malcolm Pirnie to Attend)

Mr. DiSalva gave a brief report on the nitrogen performance and said they have also initiated an extensive sampling program. He said they are now waiting to start the second phase of sampling and that is to test the WWTP during a true wet weather event. Chairman Atkin asked when the report would be finalized. Mr. DiSalva said they plan to perform the second phase of sampling in the next few weeks.

1. OMI Report

1. Monthly Operating Report- June 2008 (copy included)

Mr. Dahl said that the primary settling tanks have been cleaned as well as the north and south chlorine contact chambers. Mr. Dahl said that there were no permit or performance guarantee violations and there were no spills in the collection system. He said that nitrogen fell into the expected operating range.

1. Collection System and Pump Station MRR Accounts (copy included)

No comments.

1. **ACTION ON ANY ITEM DISCUSSED HEREIN**

Mr. Wilson said that the building he resides in has 10 condominium units and 2 retail stores. He said between the 10 units that approximately 100,000 gallons of water is used per year and because it is deemed as a mixed use property end up paying more for the sewer use fee than they should be. Mayor Moccia asked how much each condominium owner is paying for the sewer use fee. Mr. Wilson said approximately \$300. Chairman Atkin said that a complete analysis will be done over the next year and that there is a public hearing each year when the rates are set.

1. **ADJOURNMENT**

**\*\* MR. OUSTAFINE MOVED TO ADJOURN**

**\*\* MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 6:30PM

Respectfully Submitted,

Dilene Byrd